



Unit Data Collection Tool

User's Guide

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Overview

Data Overview

- ❑ Policies received by NCCI create a Unit Report Control (URC) record. URC was developed by NCCI staff and representatives of the insurance industry for its member companies to:
 - Facilitate communication between NCCI and its data providers
 - Encourage the timely submission and receipt of unit reports
 - Provide quality and timely products and services, such as experience ratings and rates/loss costs
- ❑ URC expected and overdue listings are provided to all data providers every month. Working the URC listings ensures that NCCI receives all expected units in a timely manner.
- ❑ Losses included in the first reporting of a given policy must be valued at 18 months after the month in which the policy became effective. Subsequent reporting of loss data must be valued one year after the prior valuation. Each report level must be filed no later than two months after the respective valuation date.
- ❑ Unit reports submitted to NCCI will update URC to show the units as received. Units that reject will continue to show in URC as expected or overdue. Units that receive a Data Grade 5 error will show on URC as received but not usable.

Unit Process Flow

- ❑ Unit reports are submitted electronically or online via **Unit Data Collection**
- ❑ Units are loaded to the NCCI staging database and edited
- ❑ A Submission Results Report is produced
- ❑ Unit rejects (Data Grade 9) remain in staging for 120 days, after which they are automatically purged
- ❑ Units with Data Grade 0–5 are stored on the production database
- ❑ **Unit Data Collection** displays both production and rejected data

What Is Unit Data Collection?

- ❑ **Unit Data Collection** is a comprehensive Web-based tool used to easily search for and view online your unit report, unit report control (URC), unit notifications, and coverage provider information.
- ❑ Subscribing to the update capabilities in **Unit Data Collection** allows you to enter, correct, and update unit data including adding subsequent reports. The URC feature of the tool allows you to update URC information at the policy level and state level.

This application also allows **Bureau Compliance Statistical Service (BCSS)** customers to track, update, and resubmit data to the independent bureaus.

- ❑ **Unit Data Collection** enables you to:
 - Track your errors and rejects online
 - Enter, correct, and update all report levels (1st–10th)
 - Track submission of unit reports submitted to NCCI
 - Add additional exposure and loss records
 - Correct rejected and nonrejected fields online
 - Access units saved and not submitted within 4 days of submission
 - Update URC information at the policy level and state level, to help monitor the timely submission and receipt of unit report data
- ❑ When changes are made using **Unit Data Collection**, you will receive an electronic WCSTAT correction file with your updates. This is sent to your **Data Transfer via the Internet (DTVl)** mailbox for you to retrieve and update your company's databases.

Unit Data Collection—Subscriptions

❑ Unit and URC Inquiry

Search and view unit reports and URC information

❑ Unit Entry, Update, and Pre-Edit

- View, enter, update, and correct your Unit Statistical data and URC data
- Pre-edit Unit Statistical files and correct data online prior to production submission
- Extract Unit Statistical data in WCSTAT format
- Respond to Validation Conditions

Logging Into Unit Data Collection

Enter your **Unit Data Collection** User ID and Password at the NCCI Login prompt.

The screenshot displays a login interface with two main sections: 'Login' and 'New User'. The 'Login' section on the left contains a 'User ID' field with the value '123456', a 'Forgot User ID?' link, a 'Password' field with masked characters, and a 'Forgot Password?' link. Below these fields is a 'Remember me' checkbox and two buttons: 'Log In' and 'Reset'. A 'Login Assistance' link is located at the bottom of the 'Login' section. The 'New User' section on the right contains the text 'Don't have a user ID and password?' and 'Please contact us at 800-622-4123 or email Customer Service.'

Unit Data Collection Main Page Features



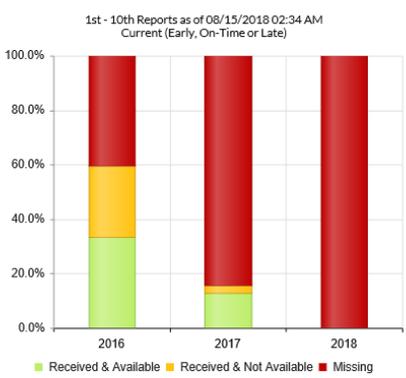
Unit Data Collection

[Contact Us](#)
[Log Out](#)
[My Profile](#)

Manage My Data ▾
Tools and Information ▾
About

Timeliness

1st - 10th Reports as of 08/15/2018 02:34 AM
Current (Early, On-Time or Late)



Year	Received & Available	Received & Not Available	Missing
2016	~35%	~25%	~40%
2017	~15%	~5%	~80%
2018	0%	0%	100%

Quality Summary

Outstanding Rejects		Outstanding Priority/Critical	
Data Grade 9 Edits	Rejected Units	Data Grade 5 Edits	Total Units
1	1	138	137

Last updated as of 08/15/2018 02:34 AM

Latest 5 NCCI Generated Unit/URC Reports

Report Name	Get Report	Report Generated Date/Time
Unit Notification Tracking Report		08/20/2018 05:06 AM
Unit Notification Tracking Report		08/13/2018 05:06 AM
Unit Notification Tracking Report		08/06/2018 05:06 AM
Unit Monthly Outstanding Error Report		08/01/2018 03:48 AM
Unit Notification Tracking Report		07/30/2018 05:06 AM

Latest 5 Unit/URC Circulars

Date	Title	Number
06/02/2017	Alabama--Data Reporting Circular Test	FYI-DR-AL-2017-01
06/02/2017	Kansas--USRG Update	UNITS-KS-2017-01
06/06/2015	Countrywide--Approval of Item RR-0513	CIF-2015-16
05/28/2015	Countrywide--RR-0513--QA Test For Stat Item Filing	CIF-2015-15
08/07/2014	Texas--Texas Department of Insurance Adopts NCCI's Statistical Plan	UNITS-TX-2014-03

NCCI

NCCI Homepage
Contact Us

QUICK LINKS

Data Webinars
Data Reporting
Data Reports Guide
Circulars
Manuals Library

LEGAL

Disclaimer

- ❑ Your company's current 1st through 10th report unit status is displayed in the **Timeliness** chart
- ❑ Current total counts of your company's outstanding rejected units and Outstanding Critical Edit units are shown in the **Quality Summary** Table
- ❑ Use the link to the **Latest 5 NCCI-Generated Unit/URC Reports** to view specific reports
- ❑ Use the link to the **Latest 5 Unit/URC Circulars** to view specific circulars

6

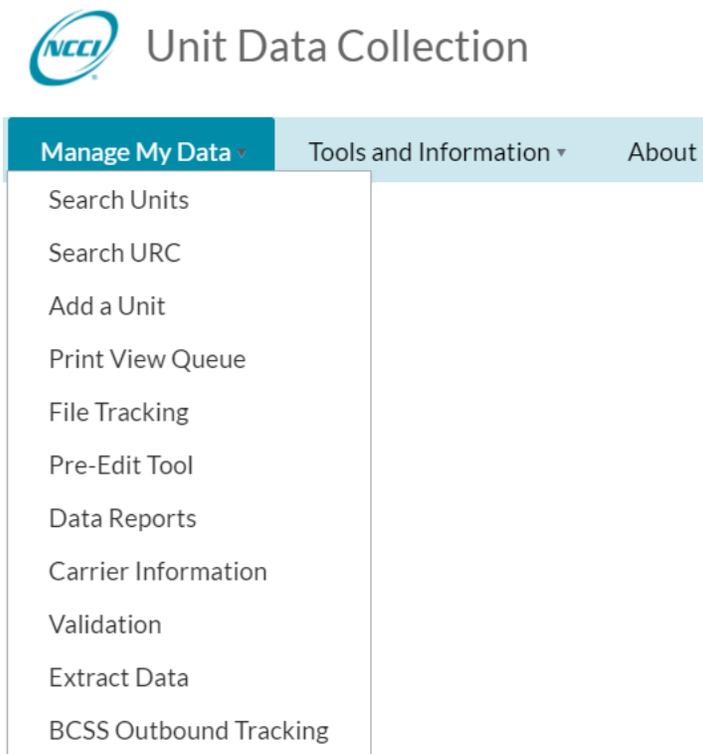
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Unit Report Features

The **Manage My Data** tab allows you to search and view unit reports and associated detailed information, including key field changes. You can also identify and address any associated edits. If you signed up for the update capability to make corrections, you can change the Report Header, Exposure, Claim, or Total information on the unit report, as well as add a new unit report.

The **Manage My Data** tab also allows you to search URC. If you're signed up for updates, you can update URC information at the policy level and state level to help monitor the timely submissions and receipt of report data.

The **Manage My Data** tab is also the portal to Print View Queue, File Tracking, Pre-Edit Tool, Data Reports, Carrier Information, Validation, Extract Data, and BCSS Outbound Tracking.

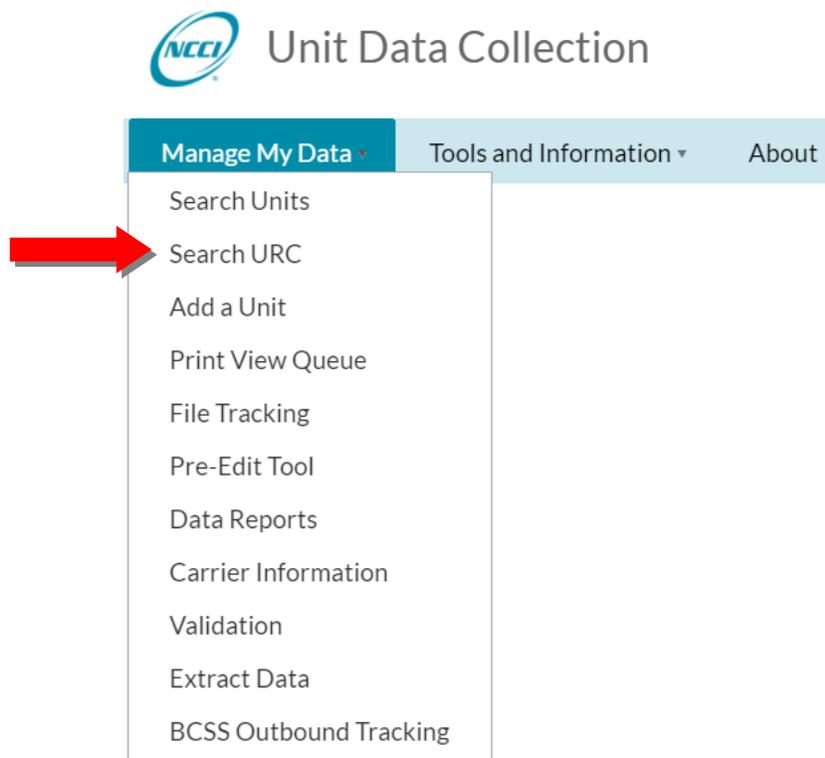


Unit Report Control

Search Unit Report Control Information

The **Search URC** function allows you to locate, view, and update the current status of a policy and its associated unit reports. The URC search results provide a list of the unit reports that are expected, received, and/or overdue at each report level from 1–10. In addition, you are able to see if a URC policy and/or state records are active or inactive.

- From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Search URC**.



The following search screen appears:

Unit Data Collection

Search ncci.com

Contact Us Log Out My Profile

Manage My Data Tools and Information About

Search URC

Pol Nbr Pol Eff From Pol Eff To Rpt Nbr State

Equals mm/dd/yyyy mm/dd/yyyy 1-10 All States

Show Advanced Search

Search Clear Search

- To perform a search, input the preferred search criteria and click **Search**.

In the example below, a search is performed on a **Policy Number**.

Unit Data Collection

Search ncci.com

Contact Us Log Out My Profile

Manage My Data Tools and Information About

Search URC

Pol Nbr Pol Eff From Pol Eff To Rpt Nbr State

Equals DEP000008 mm/dd/yyyy mm/dd/yyyy 1-10 All States

Carrier Rpt Status FEIN Risk ID

All My Carriers All

Insured

Name

Hide Advanced Search

Search Clear Search

- After performing the search, a screen like the one below appears:

The screenshot shows the 'Search URC' interface. At the top left is the NCCI logo and 'Unit Data Collection' text. A search bar contains 'Search ncci.com'. Navigation links include 'Contact Us', 'Log Out', and 'My Profile'. A menu bar has 'Manage My Data', 'Tools and Information', and 'About'. The search form includes:

- Pol Nbr: Equals DEP000008
- Pol Eff From: mm/dd/yyyy
- Pol Eff To: mm/dd/yyyy
- Rpt Nbr: 1-10
- State: All States
- Carrier: All My Carriers
- Rpt Status: All
- FEIN: [empty]
- Risk ID: [empty]
- Insured Name: [empty]

 Below the form is a table with the following data:

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	11/16/2017	PLOAD

- From the Search Results screen, you have the following options:
 - View the URC policy information
 - View/update the URC policy level status information
 - View current key field change
 - View the URC state information
 - View/update URC state status information
 - View all units for the specified policy (all states)
 - View all units for the specified state

View/Update the URC Policy Level Status Information

This feature allows you to view/update the URC Policy Level Status. The status may either be **active** or **deactive**. For URC policies that are active, NCCI expects to receive unit reports for all active states associated with the policy. NCCI does not expect to receive unit reports for URC policies or states that are deactive. However, this feature does not reinstate/cancel the policy.

Note: You may only update a URC Policy Level Status after a policy has expired. In addition, updates may be made only if unit reports have not been received.

- To view/update a specific Policy Level Status, click the **arrow** next to the **URC Pol Status** on the row you want to view/update.



URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	11/16/2017	PLOAD

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID					
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	11/16/2017	PLOAD					
<input type="button" value="Activate All States"/>															
		State Status	State	Rpt Nbr - Status										Update Date	User ID
<input type="button" value="Edit"/>		D	FL-09	1	2	3	4	5	6	7	8	9	10	11/16/2017	PLOAD

Note: If the URC Policy Level Status is **Active**, you may deactivate it. If the URC Policy Level Status is **Deactivated**, you may reactivate it. If updates to the URC Policy Level Status are not allowed, options to Activate and Deactivate will not appear.

- Click **Activate All States** or **Deactivate All States**.

Note: This only activates/deactivates a URC policy in the URC information; it does not reinstate/cancel the policy.

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID					
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	11/16/2017	PLOAD					
<input type="button" value="Activate All States"/>															
		State Status	State	Rpt Nbr - Status										Update Date	User ID
<input type="button" value="Edit"/>		D	FL-09	1	2	3	4	5	6	7	8	9	10	11/16/2017	PLOAD



Click **OK** and your update will be immediately processed in NCCI's database.

The screenshot shows the 'Search URC' interface. A modal dialog box is centered on the screen, asking for confirmation: 'Are you sure you would like to Deactivate/Activate the URC Policy status?'. Below the dialog, a table lists URC policies. The first row is highlighted, showing a 'Deactivated' policy with ID 'DEP2018PEO' and carrier '45856'. Below the table, there are buttons for 'Edit' and 'Activate All States'.

- ❑ After saving your changes, the following confirmation message appears:

The screenshot shows the top navigation bar with 'Manage My Data', 'Tools and Information', and 'About' menus. A green notification bar displays the message: 'Record updated successfully: Policy Number - DEP2018PEO and State: All'. A red arrow points to this message. Below the notification is the 'Search URC' interface, which now shows the policy status as 'Active' in the table.

View the URC State Information

This feature allows you to view the State Information associated with a specific URC policy.

- To expand (view) state level information, click the **arrow icon** next to the row you want to view.



URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	11/16/2017	PLOAD

- The State Status, State(s), Report Number Status, Update Date, and User ID associated with the URC policy display:

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	11/16/2017	PLOAD

Note: If there is an asterisk (*) next to a received (R) unit report listed under the Report Level Status, it is not available for use in NCCI products due to a priority error. See the example below:

Search URC

Pol Nbr: Pol Eff From: Pol Eff To: Rpt Nbr: State:

Carrier: Rpt Status: FEIN: Risk ID:

Insured Name:

[Hide Advanced Search](#)

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID					
Active	TSTE132DEP02A	45856	07/24/2010	07/24/2011	NCCI TRAINING COMPANY	990000990		1	01/19/2017	ULOAD					
		State Status ¹	State	Rpt Nbr - Status ¹						Update Date	User ID				
		A	MA-20	1-R*	2	3	4	5	6	7	8	9	10	01/19/2017	ULOAD
* Not available for use in NCCI products due to a priority error															



View/Update URC State Status Information

This feature allows you to view/update a URC State Level Status. The status may either be active (**A**) or deactivate (**D**). For URC states that are active, NCCI expects to receive unit reports. NCCI does not expect to receive unit reports for URC states that are deactivate. The feature does not add/delete a state on the policy.

Note: You may only update a URC State Status to the URC information after a policy has expired. In addition, updates may be made only if unit reports have not been received for that state.

- Click **Edit**. Then, using the drop-down menu, select active (**A**) or deactivate (**D**).



URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Deactivated	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1 ⁰	11/16/2017	PLOAD

- After selecting from the drop-down menu, click **Save**. Your update will be immediately processed in NCCI's database.

Search URC

Pol Nbr: Starts With Pol Eff From: Pol Eff To: Rpt Nbr: State:

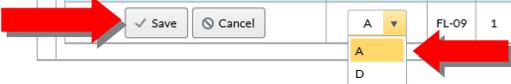
Carrier: Rpt Status: FEIN: Risk ID:

Insured Name:

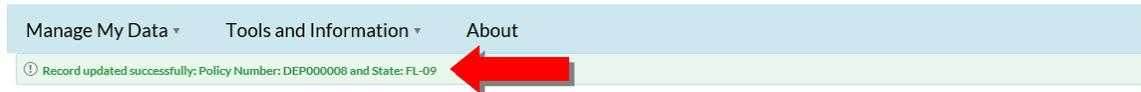
[Hide Advanced Search](#)

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Active	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1 ⁰	08/20/2018	1219237

State Status	State	Rpt Nbr - Status										Update Date	User ID	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input type="text" value="A"/> <ul style="list-style-type: none"> <input type="text" value="A"/> <input type="text" value="D"/> 	FL-09	1	2	3	4	5	6	7	8	9	10	08/20/2018	1219237



- After saving your changes, the following confirmation message appears:



Search URC

Manage My Data ▾ Tools and Information ▾ About

Record updated successfully: Policy Number: DEP000008 and State: FL-09

Search URC

Pol Nbr: Starts With ▾ DEP000008 | Pol Eff From: mm/dd/yyyy | Pol Eff To: mm/dd/yyyy | Rpt Nbr: 1-10 | State: All States

Carrier: All My Carriers ▾ | Rpt Status: All ▾ | FEIN: | Risk ID: | Insured Name: | Hide Advanced Search

Search Clear Search

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID
Active	DEP000008	45856	01/15/2018	01/15/2019	ENGLAND RESORTS	456398123		1	08/20/2018	1219237

- If the URC State Status is active (**A**), you may deactivate it. If the URC State Status is deactive (**D**), you may reactivate it. If updates to the URC State Status are not allowed, the **Edit** option will not appear.

Note: This only activates/deactivates a URC state in the URC information; it does not add/delete a state on the policy.

View Unit for the Specified State

This feature allows you to access unit for a particular state for a policy by linking you to the Unit Report Header screen in the **Unit Data Collection tool**.

- To access the unit for a specified state, click the individual **State(s)** link under the State(s) heading.

URC Pol Status	Pol Nbr	Carrier	Pol Eff	Pol Expir	Insured	FEIN	Risk ID	Pol Term	Update Date	User ID	
Active	TESTL80400006DEP	45856	10/22/2010	10/22/2011	NCCI TRAINING COMPANY	990000990		1	01/19/2017	ULOAD	
		State Status	State	Rpt Nbr - Status						Update Date	User ID
		IA-14	1-R 2-R 3-R 4-O 5 6 7 8 9 10							01/19/2017	ULOAD

- A new tab opens, displaying the Unit Report Header/Name screen, allowing you to view details of the units for the state associated with that policy.



Unit Data Collection

Search ncci.com

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Manage My Data ▾ | Tools and Information ▾ | About

Unit Details - Current View

Change Search

NCCI TRAINING COMPANY

Pol Nbr	Pol Eff	State	Rpt Nbr	Curr DG
TESTL80400006DEP	10/22/2010	IA-14 URC	3	0

Carrier
45856-NCCI TRAINING COMPANY

Outstanding Unit Edit View

Add Subsequent | [Show me how](#)

Header/Name	Exposure	Claim	Total	History
-------------	----------	-------	-------	---------

Edit

Note: Changes submitted on this screen will be applied at the first report level.

Header DG	Name DG	Activity Status
2	0	

Policy Information

Pol Nbr	Pol Eff	Pol Expir	State	Rpt Nbr	Carrier
TESTL80400006DEP	10/22/10	10/22/11	IA-14	1	45856
Group	Risk ID	FEIN	State Eff	Unit Format	
45856		990000990		U	

Insured
NCCI TRAINING COMPANY

Insured Address

Policy Condition Indicators

3-Yr Fixed	Multistate	Interstate Rated	Est Audit	Retro Rated	Canc Midterm
N	N	N	N	N	N
MCO					
N					

16

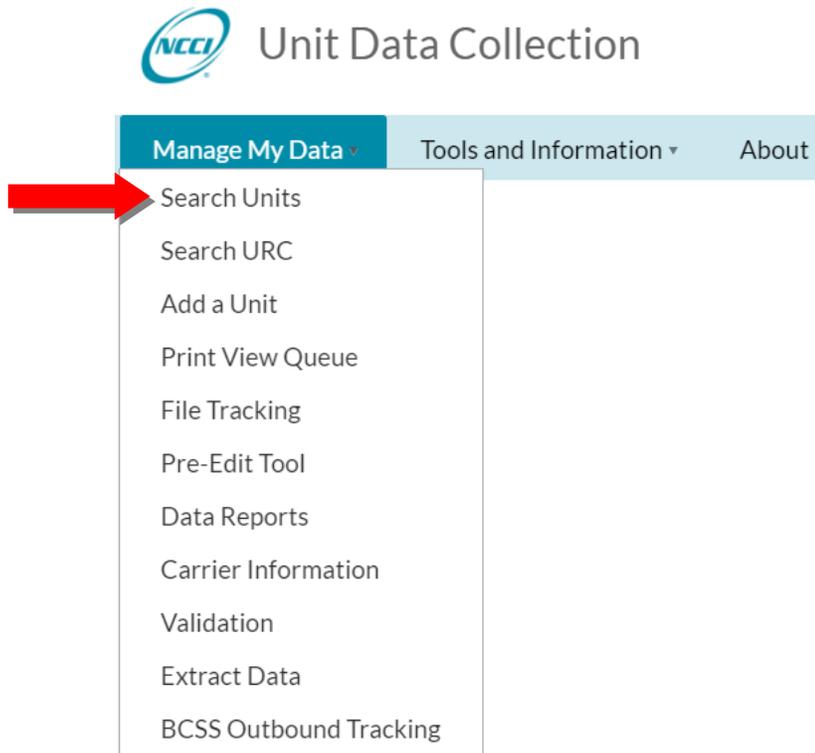
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Search Units

Search Units

The **Search Units** component allows you to locate unit reports and associated information.

- From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Search Units**.



- ❑ The following Unit Search default screen appears. To see additional search fields, select the **Show Advanced Search**.

The screenshot shows the 'Unit Data Collection' search interface. At the top left is the NCCI logo and the text 'Unit Data Collection'. To the right is a search bar with 'Search ncci.com' and a magnifying glass icon. Below this is a navigation bar with 'Manage My Data', 'Tools and Information', and 'About'. The main section is titled 'Search Units' and contains several search fields: 'Pol Nbr' (with an 'Equals' dropdown), 'Pol Eff From' (with a date picker), 'Pol Eff To' (with a date picker), 'Unit DG' (with a dropdown set to 'All Data Grades'), and 'State' (with a dropdown set to 'All States'). Below these fields is a 'Show Advanced Search' link, which is highlighted by a red arrow. At the bottom of the search area are 'Search' and 'Clear Search' buttons.

The screenshot shows the 'Unit Data Collection' search interface with advanced search options. The fields are: 'Pol Nbr' (with an 'Equals' dropdown), 'Pol Eff From' (with a date picker), 'Pol Eff To' (with a date picker), 'Unit DG' (with a dropdown set to 'All Data Grades'), and 'State' (with a dropdown set to 'All States'). Below these are 'Carrier' (with a dropdown set to 'All My Carriers'), 'FEIN', 'Risk ID', and 'Admin Nbr' (all text input fields). At the bottom is an 'Insured' section with a 'Name' text input field. Below the input fields is a 'Hide Advanced Search' link, which is highlighted by a red arrow. At the bottom of the search area are 'Search' and 'Clear Search' buttons.

- ❑ You have several options when performing a search from the Unit Search screen, click the **information icon** to see valid combinations.

Valid Search Criteria

- FEIN
- Risk ID
- Policy Number
- Admin Number
- Name of Insured
- Policy Effective Date
- Unit Data Grade 9 (Reject)
- FEIN with any other criteria
- Risk ID with any other criteria
- Policy Number with any other criteria
- Name of Insured with any other criteria
- Policy Effective Date/Range with any other criteria

A red arrow points from the bottom of this callout box to the information icon (an 'i' in a circle) located on the search interface.

Unit Data Grade

You may perform a search on a specific **Unit Data Grade**.

Unit data grades are assigned to individual records (e.g., Unit: Header, Name, Address, Exposure, Claim [Loss], and Total). When multiple errors occur, the most severe data grade is recorded at the respective record and unit levels.

The screenshot shows the 'Unit Data Collection' web application interface. At the top, there is a search bar with 'Search ncci.com' and a magnifying glass icon. Below the search bar are navigation links: 'Contact Us', 'Log Out', and 'My Profile'. A light blue navigation bar contains 'Manage My Data', 'Tools and Information', and 'About'. The main content area is titled 'Search Units' and contains a search form with the following fields: 'Pol Nbr' (with an 'Equals' dropdown), 'Carrier' (with 'All My Carriers' dropdown), 'Insured' (with 'Name' text input), 'Pol Eff From' (with 'mm/dd/yyyy' format and calendar icon), 'FEIN' (text input), 'Pol Eff To' (with 'mm/dd/yyyy' format and calendar icon), 'Risk ID' (text input), 'Unit DG' (dropdown menu), and 'State' (with 'All States' dropdown). The 'Unit DG' dropdown menu is open, showing a list of options: 'All Data Grades', 'Non-Reject (1,2,3,4,5)', '0 - Edit free', '1 - Informational', '2 - Suspect', '3 - Default', '4 - Priority', '5 - Priority Critical', and '9 - Reject'. The '9 - Reject' option is highlighted in yellow. At the bottom of the search form are 'Search' and 'Clear Search' buttons.

Searching for Rejected Unit Reports

To search for rejected unit reports, select the **9-Reject** from the drop-down menu in the **Unit Data Grade** field.

Note: If you search by **9-Reject** to display Reject Conditions, and if you do not plan to resubmit or correct a rejected unit report and want to delete it from the reject search results, select the applicable **Delete** box, followed by the button on top of the **Delete** column. A confirmation prompt appears, asking if you want to delete. Click **OK**, and the screen refreshes, and the record gets deleted.

Searching for Unit Reports (other than Unit Data Grade)

To perform a unit search, input the preferred search criteria and click **Search**. In the example below, a search is performed by policy number:

Search Units

Pol Nbr: Pol Eff From: Pol Eff To: Unit DG: State:

Carrier: FEIN: Risk ID: Admin Nbr:

Insured Name:

[Hide Advanced Search](#)

[Show me how](#)

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
	TESTL804000005DEP	10/31/2009	NE-26	4	0	N	2	CURR		
Insured NCCI TRAINING COMPANY		Carrier 45856		Risk ID		FEIN 990000990				

1 - 1 of 1 items

Note: Search results display a maximum of 500 records.

- ❑ To limit the result set and retrieve only unit data that you are interested in viewing, use the **Filter** function.

Search Units

Pol Nbr: Pol Eff From: Pol Eff To: Unit DG: State:

[Show Advanced Search](#)

[Show me how](#)

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
	DPNPNCI0001	07/01/2017	DC-08	1	0	N	2	CURR		
Insured TESTING INSURED NAME		Carrier 45856		Risk ID		FEIN 000000000				

1 - 1 of 1 items

- ❑ Filter options include:
 - Rpt Nbr: Input the desired Report Number
 - Open Claim: select Y or N from the drop-down menu
 - Status: select one of the following:
 - CURR = Current
 - ADD = Add
 - ADD-REJ - Add - Rejected
 - CHG = Change
 - CHG-REJ = Change - Rejected
 - REJ = Rejected

To view or revise a unit, click the **Go To** ≡ menu. In the example below, the user selected the **Header/Name** Record:

Search Units

Search Units

Pol Nbr: Equals ▾ TESTL804000005DEP
Pol Eff From: mm/dd/yyyy [calendar icon]
Pol Eff To: mm/dd/yyyy [calendar icon]
Unit DG: All Data Grades ▾
State: All States ▾

Carrier: All My Carriers ▾
FEIN: [text box]
Risk ID: [text box]
Admin Nbr: [text box]

Insured: Name [text box]

[Hide Advanced Search](#)

Search Clear Search

Show me how Export Results Delete

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
≡	TESTL804000005DEP	10/31/2009	NE-26	4	0	N	2	CURR		
Header/Name	COMPANY	Carrier 45856	Risk ID			FEIN	990000990			

1 - 1 of 1 items



- Header/Name
- Exposure
- Claim
- Total
- History

Current View—Policy Key and Link Information

Policy Key and Link Information continue to display continuously on every record.

Unit Details - Current View

Change Search ▼

DEP TEST 2

Pol Nbr DEP98765	Pol Eff 01/01/2014	State KS-15 URC	Rpt Nbr 1	Curr DG 2
Carrier 45856-NCCI TRAINING COMPANY				

Outstanding Unit Edit View ▼

[Show me how](#)

Current View—Header/Name Record

The **Header/Name Records** contain functions that allow you to view and update the unit header, name, and address records.

Header/Name
Exposure
Claim
Total
History

Note: Changes submitted on this screen will be applied at the first report level.

Header DG 2	Name DG 0	Activity Status
-----------------------	---------------------	------------------------

Policy Information

Pol Nbr DEP98765	Pol Eff 01/01/14	Pol Expir 01/01/15	State KS-15	Rpt Nbr 1	Carrier 45856
Group 45856	Risk ID	FEIN 000000000	State Eff 01/01/14	Unit Format U	
Insured DEP TEST 2					
Insured Address					

Policy Condition Indicators

3-Yr Fixed N	Multistate N	Interstate Rated N	Est Audit N	Retro Rated N	Canc Midterm N
MCO N					

Policy Type Codes

Coverage 01	Plan 01	Nonstandard Provisions 01
-----------------------	-------------------	-------------------------------------

Deductibles

Type of Losses 00	Type of Plan 00	Percent 0	Amt Per Claim/Accident 0	Amt Aggregate 0
-----------------------------	---------------------------	---------------------	------------------------------------	---------------------------

- To change the Header/Name information, click **Edit**.

The screenshot displays the 'Header/Name' tab of the Unit Data Collection Tool. A red arrow points to the 'Edit' button located in the top left corner of the tab. The interface includes a navigation bar with tabs for 'Header/Name', 'Exposure', 'Claim', 'Total', and 'History'. Below the navigation bar, a note states: 'Note: Changes submitted on this screen will be applied at the first report level.' The main content area is divided into several sections:

Header DG	Name DG	Activity Status
2	0	

Policy Information

Pol Nbr	Pol Eff	Pol Expir	State	Rpt Nbr	Carrier
DEP98765	01/01/14	01/01/15	KS-15	1	45856
Group	Risk ID	FEIN	State Eff	Unit Format	
45856		000000000	01/01/14	U	
Insured	DEP TEST 2				
Insured Address					

Policy Condition Indicators

3-Yr Fixed	Multistate	Interstate Rated	Est Audit	Retro Rated	Canc Midterm
N	N	N	N	N	N
MCO	N				

Policy Type Codes

Coverage	Plan	Nonstandard Provisions
01	01	01

Deductibles

Type of Losses	Type of Plan	Percent	Amt Per Claim/Accident	Amt Aggregate
00	00	0	0	0

- ❑ The following screen appears. Enter the necessary changes in the pop-up window and click **Save**.

NOTE: Changes submitted on this screen will be applied at the first report level.

- ❑ A message appears indicating that the request has been successfully saved.

! Unit information has been successfully saved. Changes were saved but not submitted for 1 or more records, it must be submitted within four days or it will be deleted.

- ❑ You must then submit your changes within 4 days, or your changes will be lost. To submit your changes, click **Submit**.

Undo Changes Submit

Header/Name Exposure Claim Total History

Edit

Current View—Exposure Record

The **Exposure Record** contains functions that allow you to view and update each exposure at the 1st report level.

Header/Name Exposure Claim Total History																	
+ Add Exposure X Delete Exposure(s)																	
Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status		
<input type="checkbox"/>		0	A	00	0063	N	0	0000.000	300	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	0900	N	0	0000.000	2,000	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	0990	N	0	0000.000	4,300	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	02	6824	Y	4,600,000	0009.500	437,000	1.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	01	8742	Y	6,500,000	0000.540	35,100	1.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	9887	N	0	0000.000	5,000	0.000	01/01/14	01/01/14	0	0			

Note: Changes submitted on this screen will be applied at the first report level. 1 - 6 of 6 items

- To limit the result set and retrieve only the exposures that you are interested in viewing, use the **Filter**  function.

Header/Name Exposure Claim Total History																	
+ Add Exposure X Delete Exposure(s)																	
Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status		
<input type="checkbox"/>		0	A	00	0063	N	0	0000.000	300	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	0900	N	0	0000.000	2,000	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	0990	N	0	0000.000	4,300	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	02	6824	Y	4,600,000	0009.500	437,000	1.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	01	8742	Y	6,500,000	0000.540	35,100	1.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	9887	N	0	0000.000	5,000	0.000	01/01/14	01/01/14	0	0			

Note: Changes submitted on this screen will be applied at the first report level. 1 - 6 of 6 items

The filter function is available wherever you see this icon.

- To change exposure information, click the **pencil icon** for the exposure row you want to update.

Header/Name Exposure Claim Total History																	
+ Add Exposure X Delete Exposure(s)																	
Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status		
<input type="checkbox"/>		0	A	00	0063	N	0	0000.000	300	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	0900	N	0	0000.000	2,000	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	0990	N	0	0000.000	4,300	0.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	02	6824	Y	4,600,000	0009.500	437,000	1.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	01	8742	Y	6,500,000	0000.540	35,100	1.000	01/01/14	01/01/14	0	0			
<input type="checkbox"/>		0	A	00	9887	N	0	0000.000	5,000	0.000	01/01/14	01/01/14	0	0			

Note: Changes submitted on this screen will be applied at the first report level. 1 - 6 of 6 items

- The following pop-up window appears. Enter the necessary changes in the pop-up window and click **Save**.

Edit Exposure Pol Nbr: DEP98765 Pol Eff: 01/01/2014 State: KS-15

Record DG	Rpt Nbr	Corr Seq	Field Name	Edit Nbr	Edit Msg	Reported Value	Defaulted Value
No Edits exist.							

NOTE: Changes submitted on this screen will be applied at the first report level.

Exposure DG 0	Corr Seq 0	Activity Status
Update Type A	Expos Act 00	Class Cd 0063
Expos Amt 0	Manual Rate 0000.0000	Prem Amt 300
Exp Mod 0.000	Mod Eff 01/01/14	Rate Eff 01/01/14
Split Period 0	Subj ER N	

Note: The calculation for premium is automatically performed when values are entered for Class Code, Exposure Amount, and Manual Rate fields.

- A message appears indicating that the request has been successfully saved.

! Unit information has been successfully saved. Changes were saved but not submitted for 1 or more records, it must be submitted within four days or it will be deleted.

- You must then submit your changes within 4 days, or your changes will be lost. To submit your changes, click **Submit**.

Undo Changes
Submit

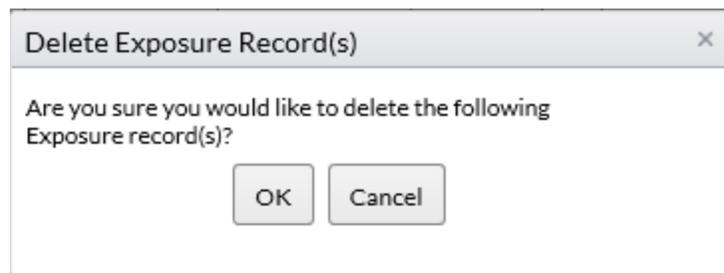
Header/Name
Exposure
Claim
Total
History

- To delete exposure information, (1) click the box beside the exposure row you want to delete and (2) select **Delete Exposure(s)**.

Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status
<input type="checkbox"/>		0	A	00	0063	N	0	0000.000	300	0.000	01/01/14	01/01/14	0	0	
<input type="checkbox"/>		0	A	00	0900	N	0	0000.000	2,000	0.000	01/01/14	01/01/14	0	0	
<input type="checkbox"/>		0	A	00	0990	N	0	0000.000	4,300	0.000	01/01/14	01/01/14	0	0	
<input type="checkbox"/>		0	A	02	6824	Y	4,600,000	0009.500	437,000	1.000	01/01/14	01/01/14	0	0	
<input type="checkbox"/>		0	A	01	8742	Y	6,500,000	0000.540	35,100	1.000	01/01/14	01/01/14	0	0	
<input type="checkbox"/>		0	A	00	9887	N	0	0000.000	5,000	0.000	01/01/14	01/01/14	0	0	

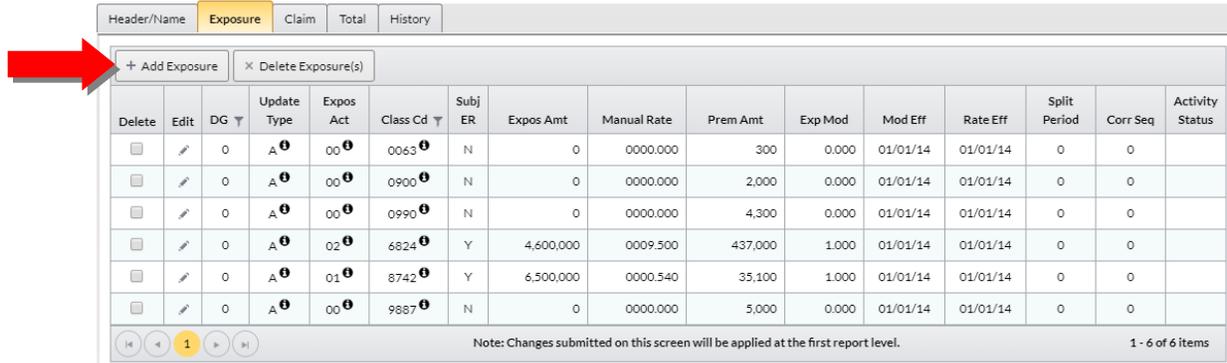
Note: Changes submitted on this screen will be applied at the first report level. 1 - 6 of 6 items

- The following pop-up window appears:



- Click **OK** and the exposure will be deleted.

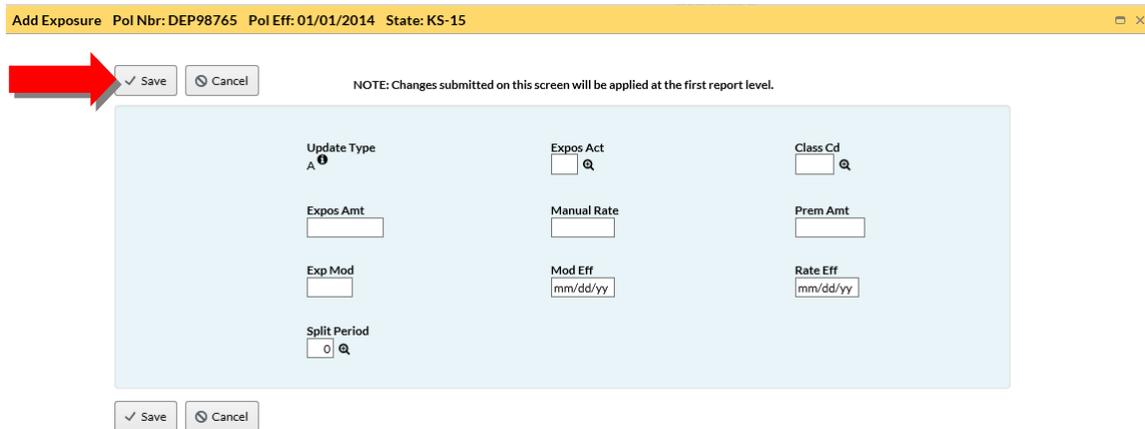
- To add exposure information to a policy, click **Add Exposure**.



Header/Name Exposure Claim Total History																
+ Add Exposure x Delete Exposure(s)																
Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status	
<input type="checkbox"/>		0	A	00	0065	N	0	0000.000	300	0.000	01/01/14	01/01/14	0	0		
<input type="checkbox"/>		0	A	00	0900	N	0	0000.000	2,000	0.000	01/01/14	01/01/14	0	0		
<input type="checkbox"/>		0	A	00	0990	N	0	0000.000	4,300	0.000	01/01/14	01/01/14	0	0		
<input type="checkbox"/>		0	A	02	6824	Y	4,600,000	0009.500	437,000	1.000	01/01/14	01/01/14	0	0		
<input type="checkbox"/>		0	A	01	8742	Y	6,500,000	0000.540	35,100	1.000	01/01/14	01/01/14	0	0		
<input type="checkbox"/>		0	A	00	9887	N	0	0000.000	5,000	0.000	01/01/14	01/01/14	0	0		

Note: Changes submitted on this screen will be applied at the first report level. 1 - 6 of 6 items

- The following pop-up window appears. Once all information is completed, click **Save**.



Add Exposure Pol Nbr: DEP98765 Pol Eff: 01/01/2014 State: KS-15

NOTE: Changes submitted on this screen will be applied at the first report level.

Save Cancel

Update Type: A

Expos Act:

Class Cd:

Expos Amt:

Manual Rate:

Prem Amt:

Exp Mod:

Mod Eff:

Rate Eff:

Split Period:

Save Cancel

Current View—Claim Record

The **Claim Record** contains functions that allow you to view and update each claim record.

Note: Claims may be reported at all report levels (e.g., 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, or 10th Report) and will display the latest information for each claim at each report level.

Header/Name Exposure Claim Total History													
+ Add Claim × Delete Claim(s)													
Delete	Edit	Copy	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
<input type="checkbox"/>				0	C	UPLOWCA12782	06/20/12	8810	05	0	2	0	
<input type="checkbox"/>				0	A	UPLOWCA12782	06/20/12	8810	05	0	1	0	
<input type="checkbox"/>				0	C	UPLOWCA12783	06/21/12	8810	05	0	2	0	
<input type="checkbox"/>				0	C	UPLOWCA12783	06/21/12	8810	05	0	1	2	

1 - 4 of 4 items

- ❑ To limit the result set and retrieve only the claims that you are interested in viewing, use the **Filter** function. This function is available for the following fields: Claim Data Grade, Claim Number, Accident Date, Class Code, Injury Type, Claim Status and Report Number.
- ❑ To view additional claim data (e.g., indemnity, medical, ALAE, attorney fees), click the **Details** icon.

Header/Name Exposure Claim Total History													
+ Add Claim × Delete Claim(s)													
Delete	Edit	Copy	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
<input type="checkbox"/>				0	C	UPLOWCA12782	06/20/12	8810	05	0	2	0	
<input type="checkbox"/>				0	A	UPLOWCA12782	06/20/12	8810	05	0	1	0	
<input type="checkbox"/>				0	C	UPLOWCA12783	06/21/12	8810	05	0	2	0	
<input type="checkbox"/>				0	C	UPLOWCA12783	06/21/12	8810	05	0	1	2	

1 - 4 of 4 items

Unit Data Collection Tool User's Guide

- The following pop-up window appears:

Claim Details Pol Nbr: UNITRPT1EXAMPLEA1 Pol Eff: 01/01/2012 State: AL-01

Record DG	Rpt Nbr	Corr Seq	Field Name	Field Value	Edit Nbr	Edit Msg	Reported Value	Defaulted Value
No Edits exist.								

Claim DG	Corr Seq	Activity Status
0	0	

Claim Information

Update Type C	Claim Nbr UPLOWCA12782	Accident 06/20/12	Class Cd 8810	Rpt Nbr 2
Inj Type 05	Claim Status 0	Claim Count 1	Cat Nbr 0	Jur St 0
Fraud Ind 00	MCO Type 00	Voc Rehab N	Lump Sum Ind N	Occupation Desc

Amounts

Incur Indem 30,000	Pd Indem 0	Derived Incur Indem 20,000	Incur Med 0	Pd Med 0
Derived Incur Med 0	Ded Reimburse 10,000	Incur ALAE 247	Pd ALAE 23	Client Atty Fees 0
Emplr Atty Fees 0				

Loss Conditions

Act Code 01	Loss Type 01	Recovery Type 01	Claim Type 01	Settlement Type 00
----------------	-----------------	---------------------	------------------	-----------------------

Injury Description Codes

Body Part 55	Nature of Inj 49	Inj Cause 31
-----------------	---------------------	-----------------

- To change claim information, click the **pencil icon** under Edit for the claim row you want to update.

Header/Name	Exposure	Claim	Total	History									
<input type="button" value="+ Add Claim"/> <input type="button" value="X Delete Claim(s)"/>													
Delete	Edit	Copy	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
<input type="checkbox"/>				0	C	UPLOWCA12782	06/20/12	8810	05	0	2	0	
<input type="checkbox"/>				0	A	UPLOWCA12782	06/20/12	8810	05	0	1	0	
<input type="checkbox"/>				0	C	UPLOWCA12783	06/21/12	8810	05	0	2	0	
<input type="checkbox"/>				0	C	UPLOWCA12783	06/21/12	8810	05	0	1	2	
<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> <input type="button" value="4"/>													
1 - 4 of 4 items													

- ❑ The following pop-up window appears. Enter the necessary changes in the pop-up window and click **Save**.

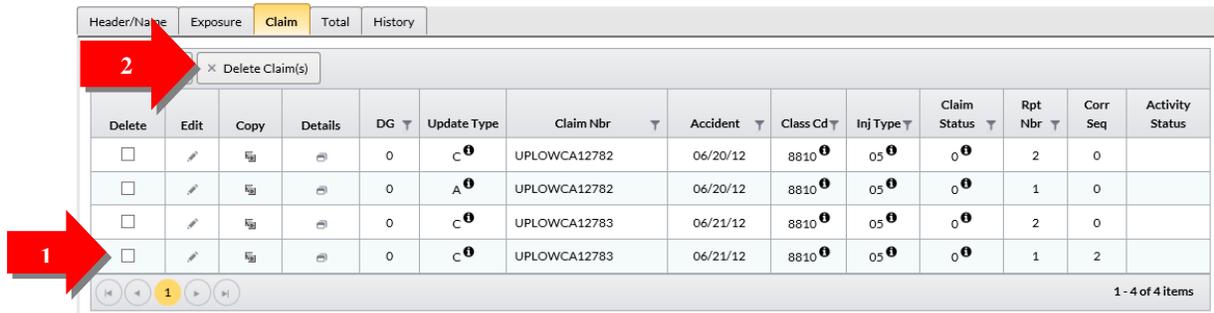
- ❑ A message appears indicating that the request has been successfully saved.

! Unit information has been successfully saved. Changes were saved but not submitted for 1 or more records, it must be submitted within four days or it will be deleted.

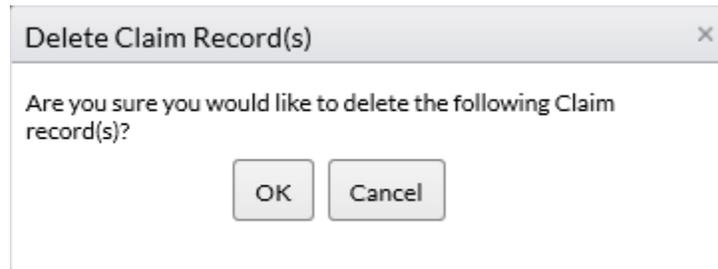
- ❑ You must then submit your changes within 4 days, or your changes will be lost. To submit your changes, click **Submit**.



- ❑ To delete claim information, (1) click the box beside the claim you want to delete, and (2) select **Delete Claim(s)**.



- ❑ The following pop-up window appears:



- ❑ Click **OK** and the claim gets deleted.

- To add claim information to a policy, click **Add Claim**.

Header/Name	Exposure	Claim	Total	History									
+ Add Claim × Delete Claim(s)													
Delete	Edit	Copy	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
<input type="checkbox"/>				0	C	UPLWCA12782	06/20/12	8810	05	0	2	0	
<input type="checkbox"/>				0	A	UPLWCA12782	06/20/12	8810	05	0	1	0	
<input type="checkbox"/>				0	C	UPLWCA12783	06/21/12	8810	05	0	2	0	
<input type="checkbox"/>				0	C	UPLWCA12783	06/21/12	8810	05	0	1	2	

- The following pop-up window appears. Once all information is completed, click **Save**.
- To copy claim information to a different report level, click the **Copy** icon on the claim you want to copy. In the example below, the user selected **Copy** for **CLAIM2**.

Header/Name	Exposure	Claim	Total	History									
+ Add Claim × Delete Claim(s)													
Delete	Edit	Copy	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
<input type="checkbox"/>				0	C	CLAIM1	07/01/12	8742	05	1	3	2	
<input type="checkbox"/>				0	C	CLAIM1	07/01/12	8742	05	1	2	1	
<input type="checkbox"/>				0	C	CLAIM1	07/01/12	8742	05	1	1	3	
<input type="checkbox"/>				0	A	CLAIM2	01/05/12	8742	06	2	2	2	
<input type="checkbox"/>				0	A	CLAIM2	01/05/12	8742	06	1	1	2	

Note: All claim information will carry over from the copied claim, except for the amounts for the claim.

Current View—Total Record

- The **Total** function allows you to view the previously reported and revised unit total records. To view additional Total data (e.g., Claim count, paid ALAE, attorney fees), click the **Details icon**.

Header/Name	Exposure	Claim	Total	History		
			DG ▼	Rpt Nbr ▼	Corr Seq ▼	Activity Status ▼
		0	2	0		
		0	1	2		

1 - 2 of 2 items

Total Details Pol Nbr: DEPEDITA134 Pol Eff: 01/01/2013 State: GA-10

Record DG	Rpt Nbr	Corr Seq	Field Name ▼	Edit Nbr ▼	Edit Msg	Reported Value	Defaulted Value
No Edits exist.							

Edit Total Close

Total DG	Rpt Nbr	Corr Seq	Activity Status
0	1	0	

Exposure Amounts

Std Expos	Subj Prem	Std Prem
0	0	0

Claim Amounts

Claim Count	Incur Indem	Pd Indem
0	0	
		Incur Med
		0
Pd Med	Clmnt Atty Fees	Incur ALAE
Pd ALAE	Emplr Atty Fees	

History View

Select the **History** tab to view all reported unit reports at each report level and correction sequence. The default is All History. Select the drop-down menu to search by Claim History and Exposure History.

Header/Name Exposure Claim Total **History**

All History [Show me how](#)

Print Unit(s) Extract Unit(s) Export All Exposures Export All Claims

Print/Extract	Go To	Corr Type	Admin Nbr	Rpt Nbr	Corr Seq	Rcvd by NCCI	User ID	Submsn ID	Bureau Sent	Bureau Suppress	Historical DG
<input type="checkbox"/>	≡	L	17020D0234	2	1	01/20/2017	LOAD	2449397		N	5
<input type="checkbox"/>	≡		17020D0233	2	0	01/20/2017	LOAD	2449397		N	0
<input type="checkbox"/>	≡	H	18262T7825	1	1	09/19/2018	1219237	2619927		N	2
<input type="checkbox"/>	≡		17020D0232	1	0	01/20/2017	LOAD	2449397		N	0

1 - 4 of 4 items

* - indicates key field change took place
R - indicates replacement unit

- Historical Data Grade displays the highest data grade for each unit report. Use links under the data grade to view all edits and corresponding data grades invoked for each unit report.

Header/Name Exposure Claim Total **History**

All History [Show me how](#)

Print Unit(s) Extract Unit(s) Export All Exposures Export All Claims

Print/Extract	Go To	Corr Type	Admin Nbr	Rpt Nbr	Corr Seq	Rcvd by NCCI	User ID	Submsn ID	Bureau Sent	Bureau Suppress	Historical DG
<input type="checkbox"/>	≡	L	17020D0234	2	1	01/20/2017	LOAD	2449397		N	5
<input type="checkbox"/>	≡		17020D0233	2	0	01/20/2017	LOAD	2449397		N	0
<input type="checkbox"/>	≡	H	18262T7825	1	1	09/19/2018	1219237	2619927		N	2
<input type="checkbox"/>	≡		17020D0232	1	0	01/20/2017	LOAD	2449397		N	0

1 - 4 of 4 items

* - indicates key field change took place
R - indicates replacement unit

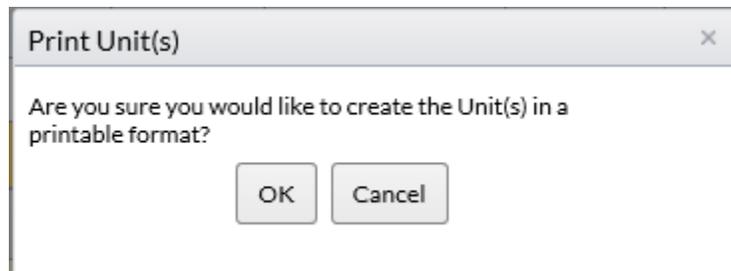
Edits for History Rpt Nbr: 1 Corr Seq: 1

Record DG	Rpt Nbr	Corr Seq	Field Name	Edit Nbr	Edit Msg	Reported Value	Defaulted Value
2	1	1	ESTIMATED EXPOSURE INDICATOR	0068-02	CORRECTION REPORT WITH AUDITED EXPOSURE IS REQUIRED	Y	

- To print Unit Report(s), (1) select the box next to the unit report(s) and (2) click **Print Unit(s)**.

The screenshot shows a software interface with a table of unit reports. The table has columns: Print/Extract, Go To, Corr Type, Admin Nbr, Rpt Nbr, Corr Seq, Rcvd by NCCI, User ID, Submsn ID, Bureau Sent, Bureau Suppress, and Historical DG. There are four rows of data. A red arrow labeled '1' points to the checkbox in the 'Print/Extract' column of the third row. Another red arrow labeled '2' points to the 'Print Unit(s)' button located above the table. Below the table, there are navigation buttons and a status bar indicating '1 - 4 of 4 items'.

- The following pop-up window appears:



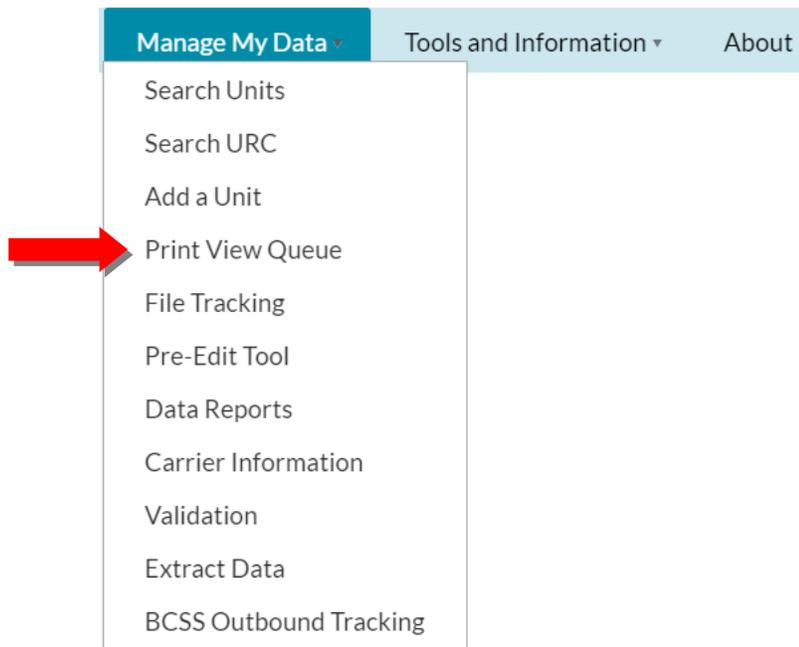
- Click **OK** and the unit will be available for you in the Print View Queue. To view and/or print a specific unit report, click **COMPLETE** in the applicable row of the **Print Status** column.

Print View Queue

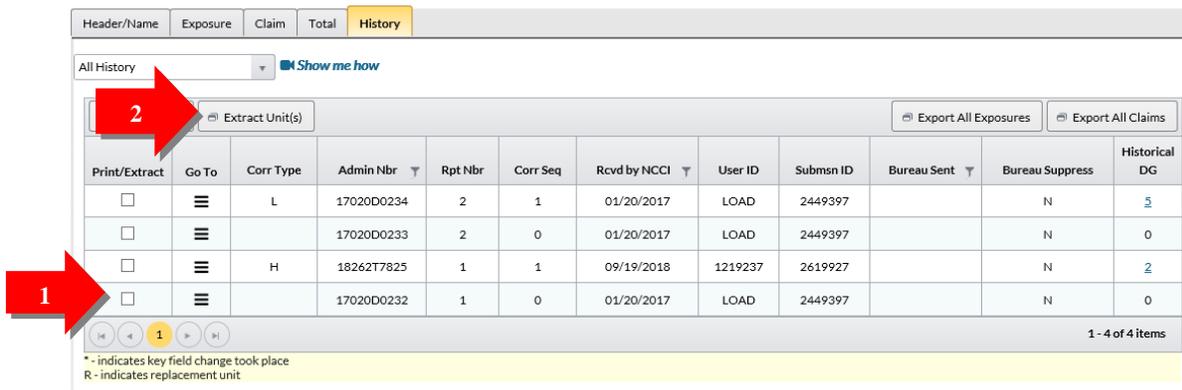
The screenshot shows a 'Print View Queue' window. It contains a table with the following columns: Pol Nbr, Pol Eff, State, Rpt Nbr, Corr Seq, Admin Nbr, Requested, and Print Status. There is one row of data: DEPEDITA134, 01/01/2013, GA-10, 1, 0, 17020D0232, 09/19/2018 10:41:23 AM, and COMPLETE. A red arrow points to the 'COMPLETE' link in the 'Print Status' column. Below the table, there are navigation buttons and a status bar indicating '1 - 1 of 1 items'.

Note: You can always access a list of Unit Reports Requested by accessing Print View Queue from the **Manage My Data** drop-down menu. Unit Reports will be deleted from the queue after 4 days.

Unit Data Collection

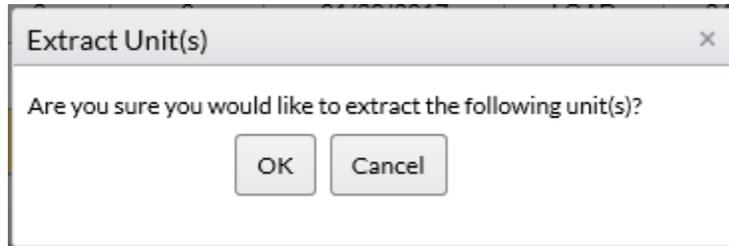


- ❑ To extract Unit Report data in WCSTAT format, (1) select the box next to the unit report(s) and (2) click **Extract Unit(s)**.



Print/Extract	Go To	Corr Type	Admin Nbr	Rpt Nbr	Corr Seq	Rcvd by NCCI	User ID	Submsn ID	Bureau Sent	Bureau Suppress	Historical DG
<input type="checkbox"/>	≡	L	17020D0234	2	1	01/20/2017	LOAD	2449397		N	5
<input type="checkbox"/>	≡		17020D0233	2	0	01/20/2017	LOAD	2449397		N	0
<input type="checkbox"/>	≡	H	18262T7825	1	1	09/19/2018	1219237	2619927		N	2
<input type="checkbox"/>	≡		17020D0232	1	0	01/20/2017	LOAD	2449397		N	0

The following pop-up window appears:



- ❑ Click **OK** and the following message appears indicating that the request has been successfully submitted and will be sent to your **DTVI** mailbox.

! Your extract has been submitted and will be sent to your electronic mailbox once processed.

Outstanding Unit Edit/Validation View

The **Outstanding Unit Edit/Validation View** function provides you with the ability to view all outstanding unit report priority errors at all report levels. Report levels are 1 through 10, with corresponding corrections to each report if applicable (e.g., 1st report original [1-0], First correction to a 1st report [1-1], and Second correction to a 1st report [1-2]). In addition, if you have update capability, you can enter a correction to the records that appear on the Outstanding Unit Edit/Validation View.

- ❑ To view the outstanding Priority Errors, click the **Outstanding Unit Edit/Validation View** option.

Unit Details - Current View

Change Search

028214

Pol Nbr DEPEDITA104 @ PDC	Pol Eff 01/01/2013	State GA-10 @ URC	Rpt Nbr 2	Curr DG 5
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Carrier
45856-NCCI TRAINING COMPANY

Outstanding Unit Edit / Validation View

Header/Name	Exposure	Claim	Total	History
-------------	----------	-------	-------	---------

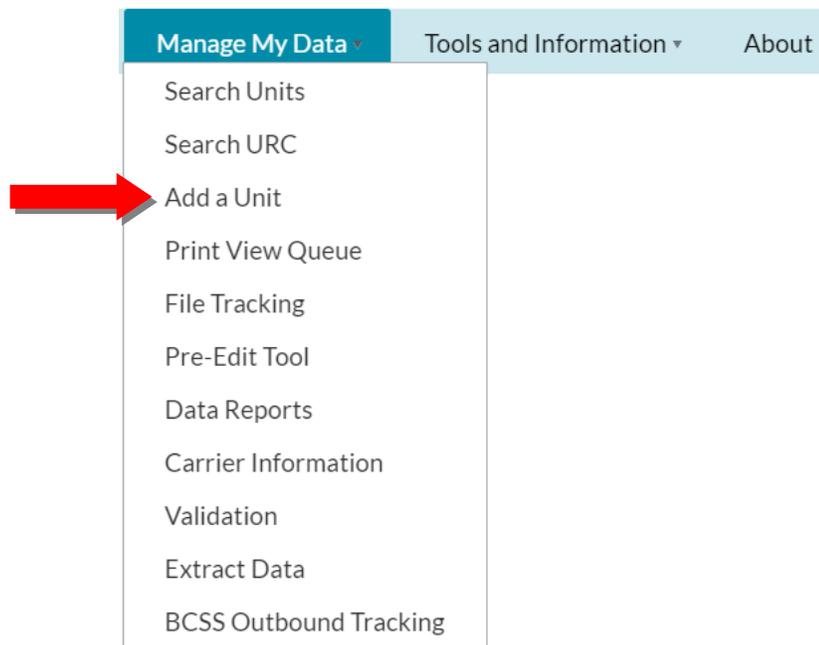
- The following drop-down menu appears:

Outstanding Unit Edit / Validation View									
Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr	Edit Msg	Reported Value	Defaulted Value	
5	L	2	1	CLASS CODE	0282-14	CORRESPONDING EXPOSURE CLASS CODE IS MISSING FOR THIS LOSS RECORD	5551		
2	E	1	4	EXPOSURE - PAYROLL	0078-03	EXTENSIVE REPEATING DIGITS - PLEASE VERIFY THE DATA	0055555555		
2	H	1	4	MISCELLANEOUS HEADER EDITS	9901-22	TOTAL MANUAL PREMIUM IS GREATER THAN \$250,000 SO THE UNIT REPORT IS EXPECTED TO CONTAIN LOSSES THAT AMOUNT TO AT LEAST 1% OF THE PREMIUM	5555556		
2	H	2	1	MISCELLANEOUS HEADER EDITS	9901-22	TOTAL MANUAL PREMIUM IS GREATER THAN \$250,000 SO THE UNIT REPORT IS EXPECTED TO CONTAIN LOSSES THAT AMOUNT TO AT LEAST 1% OF THE PREMIUM	5555556		
2	H	1	4	ESTIMATED EXPOSURE INDICATOR	0068-02	CORRECTION REPORT WITH AUDITED EXPOSURE IS REQUIRED	Y		

Add a New Unit Report

This function allows you to add a new 250 URE format 1st unit report and submit it electronically to NCCI.

- From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Add a Unit**.



The following screen appears. Enter the required information and click **Save**.

Add a Unit

Pol Nbr	Carrier	Pol Eff	State	Rpt Nbr
<input type="text"/>	<input type="text"/>	mm/dd/yy <input type="text"/>	<input type="text"/>	1
 <input type="button" value="Save"/> <input type="button" value="Reset Keys"/>				

- ❑ The following screen appears:

Add Header/Name Pol Nbr: DEPGUIDE Pol Eff: 01/01/2014 State: AL - 01

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>			
Header DG	Name DG	Activity Status		
		A		
Policy Information				
Pol Nbr	Pol Eff	Pol Expir	State	Rpt Nbr
DEPGUIDE	01/01/14	mm/dd/yy	AL - 01	1
Carrier	Group	Risk ID	FEIN	State Eff
13118	45856	<input type="text"/>	<input type="text"/>	mm/dd/yy
Unit Format				
U				
Insured	<input type="text"/>			
Insured Address	<input type="text"/>			
Policy Condition Indicators				
3-Yr Fixed	Multistate	Interstate Rated	Est Audit	Retro Rated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Canc Midterm	MCO			
<input type="text"/>	<input type="text"/>			
Policy Type Codes				
Coverage	Plan	Nonstandard Provisions		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Deductibles				
Type of Losses	Type of Plan	Percent	Amt Per Claim/Accident	Amt Aggregate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>			

- ❑ Enter the report header information in the necessary fields. Click **Save**, and a message appears indicating that the unit information has been successfully saved.
- ❑ Click the **Exposure** tab and select the **Add Exposure** button.
- ❑ Enter the unit report exposure information. Click **Save**, and a message appears indicating that the unit information has been successfully saved.
- ❑ Click the **Claim** tab and select the **Add Claim** button.
- ❑ Enter the unit report claim information. Click **Save**, and a message appears indicating that the unit information has been successfully saved.
- ❑ Click the **Total** tab and select the **Add Total** button.
- ❑ Enter the necessary total information. Click **Save**, and a message appears indicating that the unit information has been successfully saved.

- Submit your new unit report by clicking **Submit**.

Submit

Header/Name	Exposure	Claim	Total
<input type="button" value="Edit"/>			
Header DG	Name DG	Activity Status	
0	0	A	

Adding Subsequent Unit Reports

This function allows you to create Subsequent Unit Reports and submit them electronically to NCCI.

To create a subsequent unit report, a prior report must be present in the database, and the valuation date must be correct for the subsequent report level. Once the unit is found through the **Search** function, click the **Go To** menu to access the unit report. (Subsequent units are not allowed to be added for any units that have a Data Grade 5 edit that has not been corrected.)

Search Units

Pol Nbr: Equals DEPGUIDE
Pol Eff From: mm/dd/yyyy
Pol Eff To: mm/dd/yyyy
Unit DG: All Data Grades
State: All States

Show Advanced Search

Search Clear Search

Show me how Export Results Delete

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
<input type="button" value="Go To"/>	DEPGUIDE	01/01/2014	AL-01	1	0	Y	2	CURR		
Carrier 13118 Risk ID FEIN 00000000										

1 - 1 of 1 items

- To enter a subsequent unit report, click **Add Subsequent**.

Unit Details - Current View

Change Search

JESSICA

Pol Nbr DEPGUIDE	Pol Eff 01/01/2014	State AL-01 URC	Rpt Nbr 1	Curr DG 2
Carrier 13118-NCCI TRAINING INDEMNITY COMPANY				

Outstanding Unit Edit View

Add Subsequent [Show me how](#)

Header/Name Exposure Claim Total History

- The system automatically fills in the appropriate key field information based on the previous report. (1) Select the Report Number by selecting the number from the drop-down menu. (2) Click **Save**.

Add Subsequent Header Keys

Pol Nbr DEPGUIDE	Carrier 13118	Pol Eff 01/01/2014	State AL-01	Rpt Nbr ▼
<div style="display: flex; justify-content: center; gap: 10px;"> 2 <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div>				

Note: You may not add a subsequent unit report with a report level less than the latest report level received. For example, if a 1st, 2nd, and 4th report already exist, you will not be able to add the 3rd report.

- Click the **Claim** tab to add or view claim information. All open claims from the previous report display.

Note: The **Claims Status** filter is applied by default to open claim(s). To reopen or change a previously closed claim, you can un-filter and click the **pencil icon** alongside that claim record. All open claims must be updated prior to submitting the unit.

Header/Name Exposure **Claim** Total History

+ Add Claim × Delete Claim(s)

Delete	Edit	Details	DG	Update Type	Claim Nbr	Accident	Class Cd	Inj Type	Claim Status	Rpt Nbr	Corr Seq	Activity Status
			0	A	CLAIMA	01/01/14	8810	05	0	1	0	

1 - 1 of 1 items

- ❑ If you are reporting a unit in one of the following states, you must enter the **Total** information before submitting the unit: NC, WI, and independent bureau states (CA, DE, MA, MI, MN, NJ, NY, and PA).
- ❑ If you are not one of the above states, the total information is not required, and you can proceed to submit the unit.

Validation

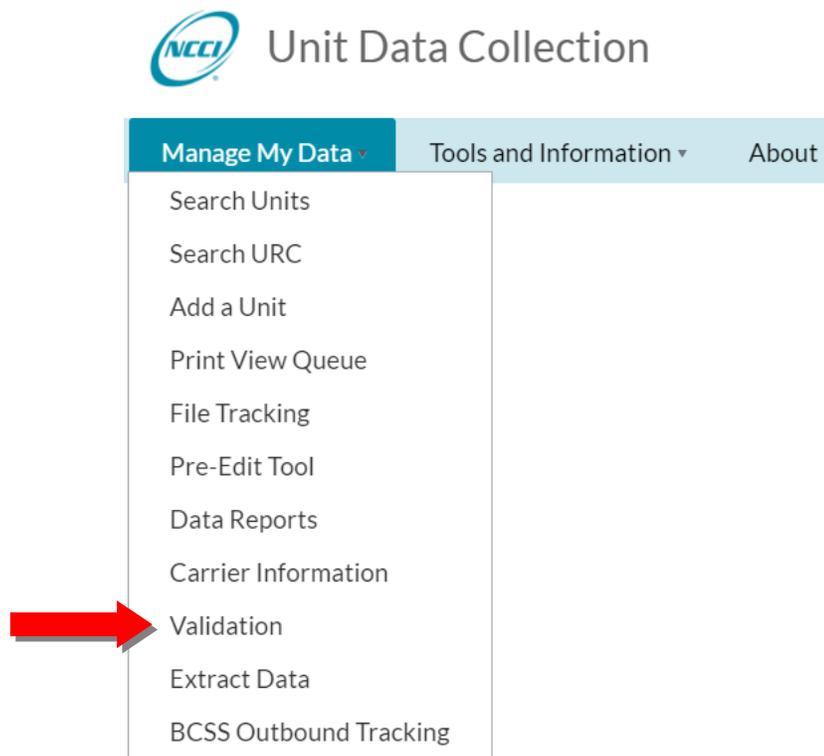
Validation Overview

- ❑ The **Validation** feature allows you to examine suspect conditions that were generated after your Unit Statistical data was submitted to NCCI.
- ❑ This feature allows you to access, track, correct, or explain identified suspect conditions. The resolution of these suspect conditions promotes data quality of the data submitted.

Validation Information

The **Validation** feature allows you to locate suspect conditions.

- ❑ From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Validation**.



- ❑ The following Validation Search default screen appears.

The screenshot shows the 'Validation' search interface. It features a grid of search criteria: Type Code (All Types), Condition Status (OPEN and REJECTED), Claim Nbr (Equals), Pol Nbr (Equals), Pol Eff (mm/dd/yyyy), State (All States), Carrier (All My Carriers), Risk ID, Condition Created From (mm/dd/yyyy), Condition Created To (mm/dd/yyyy), Due (mm/dd/yyyy), and Validation Category (All Categories). Search and Clear Search buttons are located at the bottom of the form.

- ❑ To perform a search, you can use the default criteria or update the criteria and click **Search**.
- ❑ You can customize your search request by:
 - Type Code – Provides a list off all Suspect Conditions. Refer to the **Unit Statistical Edit and Validation Matrix—Production** for details on each Type Code
 - Condition Status:
 - OPEN and REJECTED
 - All Conditions—All statuses will display in the results
 - REJECTED—Data provider activity was rejected and requires additional review
 - OPEN—Suspect condition that requires data provider review
 - PENDING AT NCCI—Data provider activity awaiting NCCI review
 - ACCEPTED—Data provider activity has been accepted
 - UNRESOLVED—Suspect condition was not explained or corrected by the due date
 - CLEARED—Suspect condition was corrected
 - Condition Due Date—Date when the suspect condition should be resolved by
 - Validation Category (Validation Edit Category):
 - Post Submission: Suspect condition is created after reviewing unit data that has already been received
 - Submission: Suspect condition invokes automatically upon receipt of a unit data
 - Other provided options: Claim Nbr, Pol Nbr, Pol Eff, State, Carrier, Risk ID, Condition Created from-to-date
- ❑ In the example below, the default search is performed on **All Type Code, Condition Status (OPEN and REJECTED), All States, All Categories**

- ❑ After performing the search, a screen like the one below appears
- ❑ To view unit information or make a correction, click the **Details** icon

Validation

[Show me how - Grouping](#) Export Results

Drag a column header and drop it here to group by that column

Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due	Explanation Journal	Last Updated
	99992	SEL133190408182110	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190409075707	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190409075707	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190410075653	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190502074850	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99990	QATESTL74222502154	01/06/15	CT-06		L74222502154	N/A	1	L742	OPEN		02/20/19		Data Provider (On: 05/09/19)



- ❑ To enter an Explanation, click the **Explanation Journal** icon



Validation

Form with search filters: Type Code, Condition Status, Claim Nbr, Pol Nbr, Pol Eff, State, Carrier, Risk ID, Condition Created From, Condition Created To, Due, Validation Category. Includes Search and Clear Search buttons.

Show me how - Grouping Export Results

Drag a column header and drop it here to group by that column

Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due	Explanation Journal	Last Updated
	99992	SEL133190408182110	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190409075707	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190409075707	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190410075653	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99992	SEL133190502074850	01/01/15	IA-14		N/A	8810	1	E133	REJECTED		09/24/18		NCCI (On: 06/25/19)
	99990	QATESTL74222502154	01/06/15	CT-06		L74222502154	N/A	1	L742	OPEN		02/20/19		Data Provider (On: 05/09/19)

- After selecting the **Explanation Journal** icon, a screen like the one below appears where you can enter and **Save Explanation**

Explanation Journal Pol Nbr: QATESTL742251080 Pol Eff: 01/06/15 State: CT-06

No explanations exist for the selected record.

Rpt Nbr: 1, Claim Seq: 0, Claim Nbr: L742251080

Type Code: L742 - CLAIMS REPORTED WITH A LOSS CONDITION, SETTLEMENT CODE OF (00), CLOSED CLAIM STATUS, AND PAID INDEMNITY AMOUNTS THAT HAVE INCREASED SIGNIFICANTLY

Current Status of Suspect Condition - OPEN

Current Explanation: No active explanation

Select a standard response or enter a response. (2,000 character limit)

Save Explanation Clear

- ❑ To apply the same explanation to multiple conditions, the **Type Code** must be selected from the Validation search screen
- ❑ In the example below, a search was performed by the specific **Type Code** and **Pol Nbr**

[Show me how - Grouping](#) [Show me how - Apply to Selected](#) [Export Results](#)

Drag a column header and drop it here to group by that column

Select	Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due	Explanation Journal	Last Updated
<input type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	5	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	4	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	3	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	2	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	1	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)

1 - 5 of 5 items

- ❑ Once results return, check the applicable boxes to apply the same explanation. You can select all returned conditions by checking the box right under 'Select'.



Validation

Show me how - Apply to Selected

Show me how - Grouping

Apply Response to Selected Export Results

Drag a column header and drop it here to group by that column



Select	Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due ¹	Explanation Journal	Last Updated
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	5	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	4	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	3	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	2	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	1	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)

1 - 5 of 5 items

- ❑ After selecting the suspect conditions, click on the **Apply Response to Selected** button

Show me how - Grouping Apply Response to Selected Export Results

Drag a column header and drop it here to group by that column

Select	Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due ¹	Explanation Journal	Last Updated
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	5	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	4	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	3	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	2	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)
<input checked="" type="checkbox"/>		99990	QATESTL804011047	01/01/14	ID-11		0000011L804A	N/A	1	L804	OPEN	09/22/20	01/20/21		Data Provider ¹ (On: 09/22/20)

1 - 5 of 5 items

- ❑ From the **Multiple** explanation window, enter the appropriate detailed explanation; then click the **Save Multiple** option

Match Number

- ❑ To assist in researching one of these conditions—E132, E134, C811 and C821—a **Match Number** will be available. The **Match Number** field allows you to identify related rows that are grouped together.
- ❑ The **Match Number** will display in the following screens:
 - **Validation Search**—By selecting the **Type Code**

The screenshot shows the 'Unit Data Collection' web application. At the top, there is a search bar with 'Search ncci.com' and navigation links for 'Contact Us', 'Log Out', and 'My Profile'. Below this is a menu bar with 'Manage My Data', 'Tools and Information', and 'About'. The 'Validation' section is highlighted with a red arrow pointing to the search form. The form contains several input fields: 'Type Code' (set to 'C811-THE DISTRIBUTION OF CLAIMS...'), 'Condition Status' (set to 'OPEN and REJECTED'), 'Claim Nbr' (with an 'Equals' dropdown), 'Pol Nbr' (with an 'Equals' dropdown), 'Pol Eff' (mm/dd/yyyy), 'State' (set to 'All States'), 'Carrier' (set to 'All My Carriers'), 'Condition Created From' (mm/dd/yyyy), 'Condition Created To' (mm/dd/yyyy), 'Due' (mm/dd/yyyy), and 'Validation Category' (set to 'All Categories'). There are 'Search' and 'Clear Search' buttons. Below the form is a table with columns: Details, Carrier, Pol Nbr, Pol Eff, State, Risk ID, Claim Nbr, Class Code, Rpt Nbr, Type Code, Status, Condition Created, Due, Explanation Journal, and Last Updated. A red arrow points to the 'Match Number' column header. The table shows two rows with a 'Match Number' of 7152081101. The first row has a checkbox, a details icon, carrier '99992', 'Pol Nbr' 'WEBINARNC821002', 'Pol Eff' '01/01/16', 'State' 'AZ-02', 'Risk ID' '910447556', 'Claim Nbr' 'N/A', 'Class Code' '7228', 'Rpt Nbr' '1', 'Type Code' 'C811', 'Status' 'OPEN', 'Condition Created' '07/15/20', 'Due' '10/13/20', 'Explanation Journal' icon, and 'Last Updated' 'NCCI (On: 07/15/20)'. The second row has similar data but with 'State' 'IA-14'. At the bottom of the table, there are navigation icons and a page indicator '1 - 2 of 2 items'.

— Search Units—Inside the Reported Value field



Unit Data Collection

Search ncci.com 

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Manage My Data
Tools and Information
About

Search Units

Pol Nbr

Pol Eff From

Pol Eff To

Unit DG

State

[Show Advanced Search](#)

Show me how

Go To	Pol Nbr	Pol Eff	State	Rpt Nbr	Corr Seq	Open Claim	DG	Status	Days Remain	Delete
	WEBINAROC821002	01/01/2016	AZ-02	1	4	Y	2	CURR		
Insured NCCI DEMO		Carrier 99992	Risk ID 910447556	FEIN 582480149						

Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value
2	H	1	4	MISCELLANEOUS LINK EDITS	9900-01	UNIT REPORT DATA DOES NOT MATCH POLICY DATA	WEBINAROC821002	
2	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C821	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 8810, Match Nbr 528200201	
2	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C821	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7229, Match Nbr 528200201	
2	H	1	4	VALIDATION CONDITIONS	C811	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7403, Match Nbr 5282081101	
2	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C811	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7228, Match Nbr 5282081101	

— Outstanding Unit Edit/Validation View—Inside the Reported Value field



Unit Data Collection

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Unit Details - Current View

Change Search

NCCI DEMO

Pol Nbr
 WEBINARNC821002

Pol Eff
 01/01/16

State
[AZ-02](#) URC

Rpt Nbr
 1

Curr DG
 2

Carrier
 99992-NCCI INC - PUP 2

[Return to Validation](#)

Outstanding Unit Edit / Validation View									
Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value	Explanation Journal
2	H	1	4	MISCELLANEOUS LINK EDITS	9900-01	UNIT REPORT DATA DOES NOT MATCH POLICY DATA	WEBINARNC821002		
2	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C821	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 8810, Match Nbr 715201002		
2	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C821	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7229, Match Nbr 715201002		
2	V	1	4	VALIDATION CONDITIONS Status: OPEN	C811	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7228, Match Nbr 7152081101		



- ❑ Selecting the hyperlink from the **Search Units** and **Outstanding Unit Edit/Validation View** redirects the user to the other related grouped rows displayed in the **Validation Search** screen

Validation Tab

- ❑ If one of these Post-Submission conditions is generated—C811, C821, and/or E992—it will display in the **Validation Tab**
- ❑ The **Validation Tab** provides a streamlined location to display aggregate data (such as premium, exposure amounts, and claim counts)

Carrier	Pol Nbr	Pol Eff	Class Code	Expos Amt	Premium Amt	Indem Claim Count	Med Claim Count	NCCI Comments	Status	Due	Explanation Journal
99992	WEBINARNC821002	01/01/16	7229	15,132,897	1,411,899	2	0	THE NUMBER OF CLAIMS REPORTED IN CC7229 APPEAR LOW, GIVEN THE AMOUNT OF PAYROLL, FOR THE 2016 POLICY. PLEASE PROVIDE A DETAILED EXPLANATION FOR THE IDENTIFIED SUSPECT CLAIMS REPORTING ON THE 2016 PO	PENDING AT NCCI	07/16/20	
99992	WEBINARNC821002	01/01/16	8810	5,802,396	15,086	2	0	TWO ISSUES: 1) THE AMOUNT OF PAYROLL REPORTED IN CC8810 HAS SIGNIFICANTLY DECREASED FROM THE 2015 TO 2016 POLICIES. 2) THE NUMBER OF CLAIMS REPORTED IN CC8810 APPEAR HIGH. PLEASE PROVIDE A DETAILED	PENDING AT NCCI	07/16/20	
99992	WEBINARNC821002	01/01/15	7229	17,863,277	1,048,574	2	3	Informational Only			
99992	WEBINARNC821002	01/01/15	8810	26,330,538	39,496	0	5	Informational Only			

- Validation Tab for C821 includes Carrier, Pol Nbr, Pol Eff, Class Code, Expos Amt, Indem Claim Count, Med Claim Count, NCCI Comments, Status, Due, and Explanation Journal
- Validation Tab for C811 includes Carrier, Pol Nbr, Pol Eff, State, Class Code, Expos Amt, Indem Claim Count, Med Claim Count, NCCI Comments, Status, Due, and Explanation Journal
- Validation Tab for E992 includes Carrier, Pol Nbr, Pol Eff, Rpt Nbr, Corr Seq, Total Carrier Prem, Test Aud Prem, Prem Diff, NCCI Comments, Status, Due, and Explanation Journal

Note: Some rows are provided for informational purposes only; these rows cannot be updated/edited.

- ❑ The **Outstanding Unit Edit/Validation View** displays the Record Type with a 'V'

Unit Details - Current View

Change Search

NCCI DEMO

Pol Nbr WEBINARNC821002
 Pol Eff 01/01/16
 State [AZ-02](#) @ URC
 Rpt Nbr 1
 Curr DG 2

Carrier
 99992-NCCI INC - PUP 2

[Return to Validation](#)

Outstanding Unit Edit / Validation View

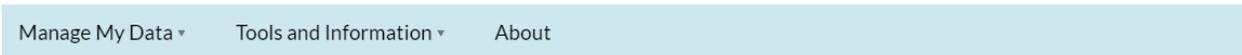
Record DG	Record Type	Rpt Nbr	Corr Seq	Field Name	Edit Nbr/Type Code	Edit Msg/Validation Desc	Reported Value	Defaulted Value	Explanation Journal
2	H	1	4	MISCELLANEOUS LINK EDITS	9900-01	UNIT REPORT DATA DOES NOT MATCH POLICY DATA	WEBINARNC821002		
	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C821	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 8810, Match Nbr 715201002		
2	V	1	4	VALIDATION CONDITIONS Status: PENDING AT NCCI	C821	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7229, Match Nbr 715201002		
2	V	1	4	VALIDATION CONDITIONS Status: OPEN	C811	THE DISTRIBUTION OF CLAIMS APPEARS SUSPECT COMPARED TO THE EXPOSURE AMOUNT IN THE CLASS	Class Cd 7228, Match Nbr 7152081101		



- ❑ When the 'V' is selected, the user will be presented with the Validation Tab for the selected suspect condition

Export Function

- ❑ Two options are available allowing you to export the suspect condition information into a Microsoft® Excel spreadsheet.
 - **Validation Search**—The exported spreadsheet contains all the information presented on the screen plus the following fields: Last Data Provider Response, Last NCCI Response, Last Updated By, Match Number, and Insured Name



Validation

Validation search form with the following fields:

- Type Code: All Types
- Condition Status: OPEN and REJECTED
- Claim Nbr: Equals
- Pol Nbr: Equals
- Pol Eff: mm/dd/yyyy
- State: All States
- Carrier: All My Carriers
- Risk ID:
- Condition Created From: mm/dd/yyyy
- Condition Created To: mm/dd/yyyy
- Due: mm/dd/yyyy
- Validation Category: All Categories

Buttons: Search, Clear Search



[Show me how - Grouping](#) Export Results

Drag a column header and drop it here to group by that column

Details	Carrier	Pol Nbr	Pol Eff	State	Risk ID	Claim Nbr	Class Code	Rpt Nbr	Type Code	Status	Condition Created	Due	Explanation Journal	Last Updated
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM1	N/A	1	L253	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM4	N/A	1	L253	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM5	N/A	1	L253	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM6	N/A	1	L253	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM7	N/A	1	L253	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM3	N/A	1	L302	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)
	99988	L303TEST010024B	01/01/15	MD-19		CLAIM1	N/A	1	L303	OPEN	09/16/19	11/27/19		Data Provider (On: 09/16/19)

Unit Data Collection Tool User's Guide

- **Validation Tab**—The exported spreadsheet contains all the information presented on the screen plus the following fields: Last Data Provider Response, Last NCCI Response, Last Updated By, Match Number, and Insured Name

Unit Details - Current View

Change Search ▾

NCCI DEMO

Pol Nbr WEBINARNC821002	Pol Eff 01/01/16	State AZ-02 ⊕ URC	Rpt Nbr 1	Curr DG 2
Carrier 99992-NCCI INC - PUP 2				

[Return to Validation](#)

Outstanding Unit Edit / Validation View ▾

Header/Name	Exposure	Claim	Total	History	Validation
C811	C821				

Carrier	Pol Nbr	Pol Eff	State	Class Code	Expos Amt	Premium Amt	Indem Claim Count	Med Claim Count	NCCI Comments	Status	Due	Explanation Journal
Condition Created: 07/15/20 Status: OPEN												
99992	WEBINARNC821002	01/01/16	AZ-02	7228	103,883,803	9,806,631	45	97	THE NUMBER OF CLAIMS REPORTED IN CC7228 APPEAR LOW, GIVEN THE AMOUNT OF PAYROLL, FOR THE 2016 POLICY. PLEASE PROVIDE A DETAILED EXPLANATION FOR THE IDENTIFIED SUSPECT CLAIMS REPORTING ON THE 2016 PO	OPEN	10/13/20	
99992	WEBINARNC821002	01/01/16	IA-14	7228	183,184,553	7,748,707	41	274	THE NUMBER OF CLAIMS REPORTED IN CC7228 APPEAR HIGH, GIVEN THE AMOUNT OF PAYROLL, FOR THE 2016 POLICY. PLEASE PROVIDE A DETAILED EXPLANATION FOR THE IDENTIFIED SUSPECT CLAIMS REPORTING ON THE 2016 P	OPEN	10/13/20	

1 - 2 of 2 items

Additional Resources—Emails/Reports

Outstanding Suspect Conditions

- The Outstanding Suspect Conditions gathers all suspect conditions with an Open and Rejected condition status
- NCCI generates this email each Friday night

Post-Submission Suspect Conditions

- Email gathers all NEWLY created Post-Submission suspect conditions
- NCCI generates this email the day after an NCCI validator creates the Post-Submission condition

Rejected Conditions email

- It provides a link to the Validation feature of your 'Rejected' conditions
- NCCI generates this email the following day when either a Submission or Post-Submission suspect condition gets rejected by an NCCI validator

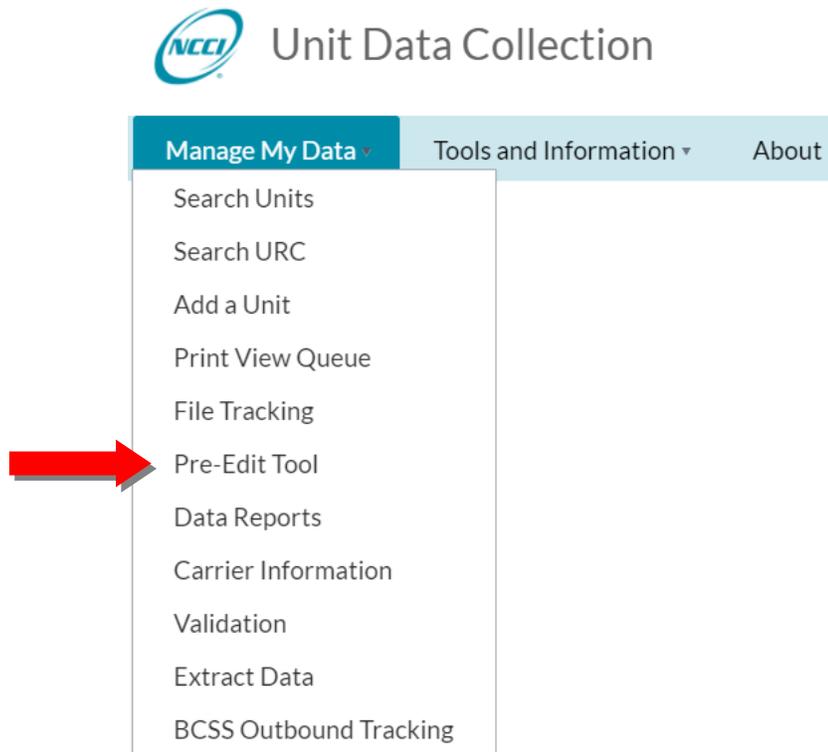
Pre-Edit Tool

Pre-Edit Tool Overview

- ❑ The **Unit Pre-Edit Tool** allows customers to import a data file prior to production submission and view data quality results online. In addition, updates and corrections can be made within the tool and the revised data file can be submitted to production directly from the tool.

Pre-Edit Tool Information

- ❑ From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Pre-Edit Tool**.



- ❑ The following **Pre-Edit tool** Search default screen appears.

- ❑ To perform a search, you can use the default criteria or update the criteria and click **Search**.
- ❑ In the example below, the default search is performed on **All Transmission ID, All Data Grades, All States, All Report Number, and All My Carriers**
- ❑ After performing the search, a screen like this appears:

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	dnpfile	10/20/2021 03:26:40 PM	01/18/2022	D.Trainer	98	0	0	98	48

Unit Data Collection Tool User's Guide

- ❑ A Transmission contains three different levels.
 - (1) Transmission Level
 - (2) Data Grade Level
 - (3) Unit Level
- ❑ To view the (2) Data Grade and (3) Unit level, select the **arrow** icon

Submit to Pre-Edit Submit to Production Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input type="checkbox"/>	dnpfile	10/20/2021 03:57:27 PM	01/18/2022	D.Trainer	98	0	0	98	48

1

Select	DG	Nbr Units	Nbr Edits
<input type="checkbox"/>	9	9	33
<input type="checkbox"/>	5	4	6

2

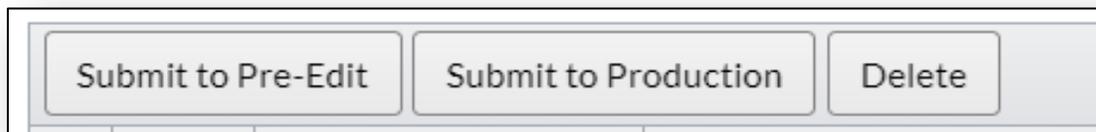
Select	Go To	Insured	Pol Nbr	Last Activity	Updated	Carrier	Pol Eff	State	Rpt Nbr	Corr Seq	Admin Nbr	Risk ID	FEIN
<input type="checkbox"/>	≡	EDIT A77-1 SHOULD NOT FIRE - NO IT	ANOMALY77C1006I	10/20/2021	N	45856	01/01/2015	AL-01	1	0	21293B1537		000000000
<input type="checkbox"/>	≡	008803	E028205A01004	10/20/2021	N	45856	01/01/2015	AL-01	1	0	21293B1557		000000000
<input type="checkbox"/>	≡	008803	E028205A01004	10/20/2021	N	45856	01/01/2015	AL-01	1	1	21293B1558		000000000
<input type="checkbox"/>	≡	NAME	RECALCTEST1	10/20/2021	N	45856	01/01/2015	AL-01	1	0	21293B1562		767676767

3

50 items per page 1 - 4 of 4 items

1 - 1 of 1 items

- ❑ You have three options:
 - **Submit to Pre-Edit**—Re-submits your Unit Statistical data prior to submitting to Production
 - **Submit to Production**—Submits your pre-edited Unit Statistical data to our production environment
 - **Delete**—Removes entire Transmission, Data Grade, or Unit



Available options will depend on the level of your field. Available action buttons are:

1. Transmission Level—all action buttons available

Submit to Pre-Edit Submit to Production Delete

Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits
<input checked="" type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5

2. Data Grade Level—**Submit to Production** and **Delete** are available

Submit to Pre-Edit Submit to Production Delete										
Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits	
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5	
<input checked="" type="checkbox"/>	DG	Nbr Units	Nbr Edits							
<input checked="" type="checkbox"/>	2	5	5							

3. Unit level—**Delete** is available

Submit to Pre-Edit Submit to Production Delete													
Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits				
<input type="checkbox"/>	45856junedemo3	05/27/2021 09:22:52 AM	08/25/2021	D.Trainer	5	0	0	5	5				
<input type="checkbox"/>	DG	Nbr Units	Nbr Edits										
<input type="checkbox"/>	2	5	5										
Select	Go To	Insured	Pol Nbr	Last Activity	Updated	Carrier	Pol Eff	State	Rpt Nbr	Corr Seq	Admin Nbr	Risk ID	FEIN
<input checked="" type="checkbox"/>	☰	TESTORK TOWERS LLC	NAETDTV2021DTVI91	05/27/2021	Y	45856	01/01/2014	NH - 28	1	0	21147A0191	917925658	521394031

Note: If you place a checkmark next to a different level, your original selection will be removed and your latest selection will determine which action buttons will be available to you.

- To view unit information or make a correction, click the **Details** icon in the (3) Unit Level.

Submit to Pre-Edit Submit to Production Delete													
Select	Transmission ID	Transmission Date/Time	Transmission Expir	User Name	Orig Units	Units Deleted	Units Sub to Prod	Units Remain	Tot Edits				
<input type="checkbox"/>	dnppfile	10/20/2021 03:57:27 PM	01/18/2022	D.Trainer	98	0	0	98	48				
<input type="checkbox"/>	DG	Nbr Units	Nbr Edits										
<input type="checkbox"/>	9	9	33										
<input type="checkbox"/>	5	4	6										
<input type="checkbox"/>	4	1	4										
Select	Go To	Insured	Pol Nbr	Last Activity	Updated	Carrier	Pol Eff	State	Rpt Nbr	Corr Seq	Admin Nbr	Risk ID	FEIN
<input type="checkbox"/>	☰	RYAN INC.	DEP001	10/20/2021	N	45856	01/01/2015	AL - 01	1	0	21293B1542		893365210
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
<input type="checkbox"/>	2	3	5										
<input type="checkbox"/>	0	81	0										

- Once inside, the unit action buttons are available to **Submit to Pre-Edit**, **Submit to Production** and **Delete Unit**

[Return to Transmission](#)

Outstanding Unit Edit / Validation View

Submit to Pre-Edit Submit to Production Delete Unit

Header/Name	Exposure	Claim	Total													
+ Add Exposure × Delete Exposure(s)																
Delete	Edit	DG	Update Type	Expos Act	Class Cd	Subj ER	Expos Amt	Manual Rate	Prem Amt	Exp Mod	Mod Eff	Rate Eff	Split Period	Corr Seq	Activity Status	
<input type="checkbox"/>		0	R	01	1111	Y	0	0000.000	0	0.000	01/01/03	01/01/03	0	0		
1 - 1 of 1 items																

- To view the history for a transmission, access the History section and select a Transmission ID

Pre-Edit Tool [Contact Us](#)

Transmission Log **History** Upload Data Tools and Information

Transmission History

45856 - NCCI TRAINING COMPANY

To view the history for a transmission, please select a Transmission ID:

- The unit file can be uploaded in the **Unit Pre-Edit Tool** or **DTVI** using the following naming convention: PRED250e.*.txt, where the asterisk represents from 1 to 18 additional characters of your choice without spaces.

Pre-Edit Tool

[Contact Us](#) [Log Out](#) [My Profile](#)

Transmission Log History Upload Data **Tools and Information**

Upload Data

+ Select File
 Send
 Reset

Data Reports

Data Reports Overview

The **Data Reports** option allows you to access data reports as a result of your unit submission(s).

NCCI provides reports to inform data providers about the results of data submissions for all data types, including the data expected to be reported to NCCI. The reports provide key details about data that may require corrective action as identified during the editing process. The reports are available in PDF, Microsoft® Excel, and CSV formats.

There are two types of reports: NCCI-Generated Reports and Customer-Generated Reports.

NCCI-Generated Reports are automatically created and distributed on a production schedule. NCCI-Generated Reports produced monthly are available for up to six months. All other reports are available for up to three months. Monthly reports are available on the first day of the month, and weekly reports are available each Monday.

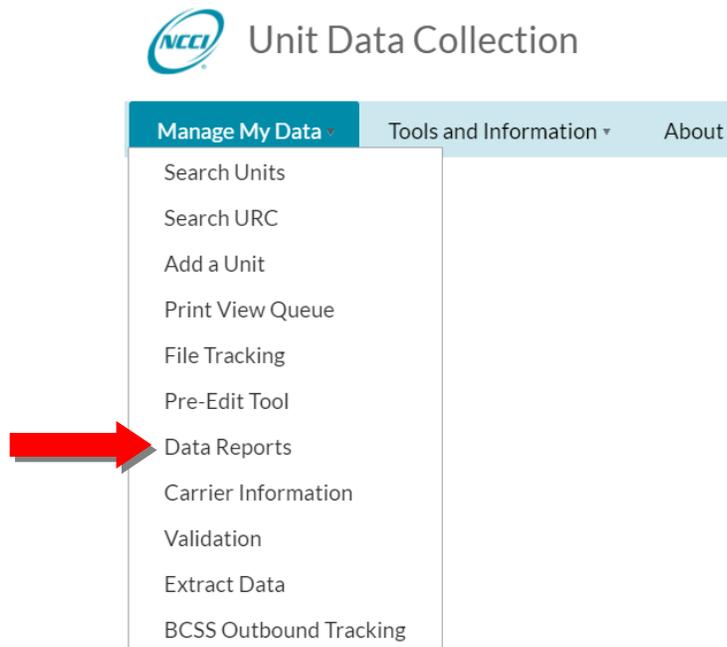
When a Submission Results report is available for viewing, an email is sent to you to indicate that you can find it through **Unit Data Collection**. Emails for monthly reports go to the Unit contact on file.

Customer-Generated Reports are reports requested by you using defined parameters within the **Reports** feature in **Unit Data Collection**. Most Customer-Generated Reports are viewable immediately upon submission. However, some reports may be sent to the Report Queue depending on the volume of data produced on the report, in addition to the time it takes for the report to generate. Reports in the Report Queue are available for 10 calendar days.

Accessing Data Reports

To access these reports:

- From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Data Reports**.



Unit Data Collection Tool User's Guide

- ❑ A new browser displays the NCCI Generated reports tab by default.
- ❑ For a listing of all available reports, click the down arrow on the **Reports** drop-down menu.
- ❑ To select a report, click the name of the report. In this example, the Unit Submission Results Report was selected.

The screenshot shows the NCCI Data Reports web application. The header includes the NCCI logo, the text 'Data Reports', a search bar with 'Search ncci.com', and navigation links for 'Contact Us', 'Log Out', and 'My Profile'. The main navigation bar has tabs for 'Policy', 'Unit' (selected), 'URC', 'DCI', 'Tools and Information', and 'About'. Below this, the page title is 'Unit - 45856 - NCCI TRAINING COMPANY'. There are three tabs: 'NCCI Generated' (selected), 'Customer Generated', and 'My Queue'. A 'Reports' dropdown menu is open, displaying a list of report options. A red arrow points to the 'Unit Submission Results Report' option at the bottom of the list.

- ❑ The following screen will display with the option to view the report in a PDF, Excel, or CSV format. To launch the preferred format on screen, click the icon beneath the associated column.

The screenshot shows the NCCI Data Reports web application with the 'Unit Submission Results Report' selected in the dropdown menu. Below the dropdown is a table with the following data:

Report Name	PDF	Excel	CSV	Create Date/Time
Unit Submission Results Report - Submission ID: 2616140				09/06/2018 03:34 PM
Unit Submission Results Report - Submission ID: 2616131				09/06/2018 03:06 PM

* Due to volume, some reports may only be available in the .csv format

Generate a Custom Report

The Data Reports feature allows you to generate only a Unit Reject and Error Report. To request this report, you need to provide specific search criteria:

- ❑ Click the **Customer Generated** tab (1)
- ❑ From the drop-down menu, select the report you want to generate (2)
- ❑ Input the search criteria (3)
- ❑ Enter a Report Name (4)
- ❑ Select a Report Format (5)
- ❑ Click **Generate Report** (6)

Unit - 45856 - NCCI TRAINING COMPANY

NCCI Generated Customer Generated My Queue

*Required Reports Unit Reject and Error Report

Enter/Select Criteria and click Generate Report

Carrier Code All Carrier Codes

Data Grade Type Unit Report Level

Data Grade Conditions All Edit Conditions (1,2,3,4,5)

*Policy Effective Date Range MM/DD/YYYY thru 10/18/2018

States All States

Insured Name

Policy Number

Admin Number NNNNN-X-NNNN

FEIN

Risk ID

*Report Name

Report Format Acrobat/PDF Excel/XLS Comma Delimited/CSV

Generate Report Reset Criteria

- ❑ The report will either appear on your screen immediately or go to your Report Queue, depending on how long it takes to generate the report. If the report goes to the queue, a message will appear directing you to go to your Report Queue.

Note: If the report is sent to the Report Queue, an email notification will be sent to the individual who requested the report.

My Queue

The **My Queue** feature contains Customer-Generated Reports that are not immediately available for viewing. Most reports are viewable immediately upon submission. However, larger reports may be sent to the Report Queue and may take longer to generate. Reports in the Report Queue are available for 10 calendar days. An email is sent upon report availability.

NCCI Generated		Customer Generated		My Queue			
Delete Selected							
1 - 1 of 1 items							↻
Delete	Data Type	Report Name	Get Report	Status	Custom Report Name	Requested Date/Time	Completed Date/Time
<input type="checkbox"/>	Policy	Policy Reject and Error Report		Completed	DEP	10/17/2016 02:07 PM	10/17/2016 02:07 PM
1 - 1 of 1 items							↻

* Due to volume, some reports may only be available in the .csv format

Additional Features

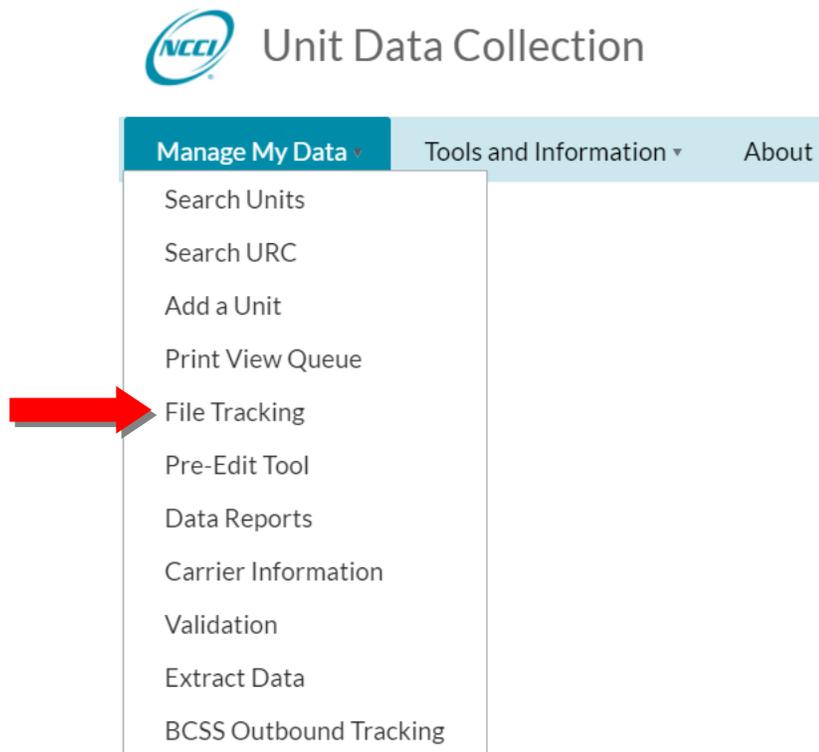
File Tracking

The **File Tracking** feature allows you to monitor Unit Statistical file submissions received by NCCI and those sent by NCCI using **Data Transfer via the Internet**. With this feature, you can:

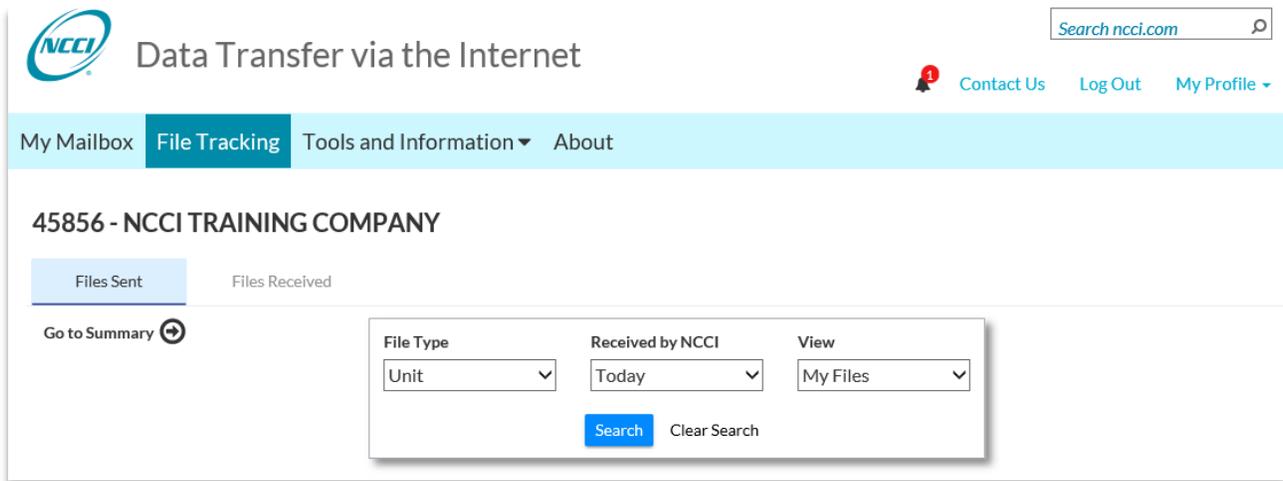
- ❑ Monitor the files sent and received by you and your company for up to 120 days
- ❑ View the status of your Production, Certification, and Pre-Edit file submissions
- ❑ Use filters to find specific Unit Statistical files sent and received
- ❑ Access submission results reports for most submissions
- ❑ View receipt and download activity for files sent to you and others in your company

Using File Tracking

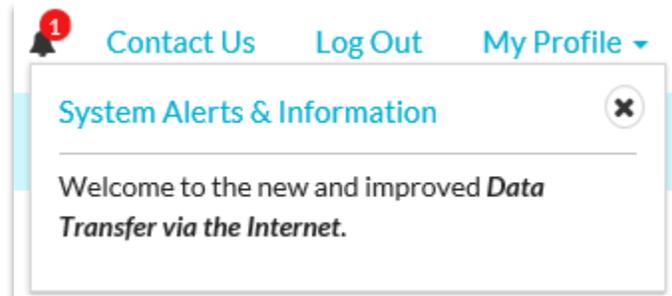
- ❑ From the **Manage My Data** tab, click **File Tracking**



- ❑ Selecting this option automatically brings you to **Data Transfer via the Internet** with the **File Tracking** feature highlighted:



If there are any system alerts or important notifications actively available, you will see a bell  at the top of the screen. Clicking the bell displays this message(s):



Views:

Files Sent

Files Received

Files Sent—view all files sent to NCCI by you and your company

Files Received—view all files sent by NCCI to you and your company

Filters:

File Type	Received by NCCI	View
Unit	Today	My Files
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>		

Default:
File Type: Unit
Received: Today
View: My Files

File Type	Received from NCCI	View
Unit	Today	My Files
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>		

- ❑ To view the different options for each of the filters, click the drop-down menus:

File Type	Received by NCCI	View
All DCI Financial Policy Pool Unit Other	Today Last 8 Days Last 30 Days Last 90 Days Last 120 Days	My Files All Files

File Type: This option allows you to select DCI, Financial, Policy, Pool, Unit Statistical, or Other submissions.

Received by NCCI/Received from NCCI: This option allows you to select a time frame for viewing submissions to and from NCCI.

View: This option allows you to view either only your files (My Files) or all your company files (All Files).

Files Sent—My Files

This view allows you to monitor the **DTVI** data file submissions sent to NCCI that are associated with your User ID.

- ❑ To view your files, select the preferred filters and click **Search**. In this example, the filters are set to search My Unit file submissions received in the last 90 days by NCCI.

The screenshot shows the NCCI Data Transfer via the Internet interface. At the top left is the NCCI logo and the text "Data Transfer via the Internet". At the top right is a search bar with "Search ncci.com" and a magnifying glass icon. Below the search bar are links for "Contact Us", "Log Out", and "My Profile". A navigation bar contains "My Mailbox", "File Tracking" (highlighted), "Tools and Information", and "About". The main content area is titled "45856 - NCCI TRAINING COMPANY". Below the title are two tabs: "Files Sent" (active) and "Files Received". A "Go to Summary" link with a right arrow icon is on the left. A search filter box contains three dropdown menus: "File Type" set to "Unit", "Received by NCCI" set to "Last 90 Days", and "View" set to "My Files". Below these are "Search" and "Clear Search" buttons. A red arrow points to the "Search" button.

□ A screen like the one below displays:

45856 - NCCI TRAINING COMPANY

Tip: Make use of open fields for a more specific search.

Files Sent Files Received

Go to Summary

File Type Received by NCCI View

Unit Last 90 Days My Files

 Clear Search

Files Sent						3 items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
Unit	Pre-Edit Tool	pred250e.45856.file1.txt	09/27/2018 02:47:29 PM	Completed	2623111	
Unit	Production	unit25e.2019depeditclass.txt	09/06/2018 03:34:20 PM	Completed	2616140	
Unit	Production	unit25e.2019depeditclass.txt	09/06/2018 03:05:56 PM	Completed	2616131	

Tip: To sort, click the column headers.

The screen above provides a snapshot of some key information regarding the Unit Statistical submissions received:

- **File Type**—Lets you know the type of data file results you are viewing. This field may display as any of the following:
 - Units
 - Notifications
 - ER Split Data
- **Process Type**—Lists which type of submission was received: Production, Certification, or Pre-Edit Service
- **File Name**—File name you used to send your data to NCCI (name will match what you have stored in your system)
- **Received by NCCI**—Lets you know when we received your data and completed the editing
- **Status**—Indicates what stage of processing your file has completed. Stages include:
 - Completed—File has completed editing and has no rejects
 - Completed with Rejects—File contains reject edits
 - Rejected—Entire file did not pass submission editing
 - In Progress—File has been received; however, file editing process has not completed
- **Submission ID**—Unique number assigned to the file; it assists you in identifying the associated submission results report

❑ To see additional submission details, click the expansion arrow:

Files Sent						2 Items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
Unit	Production	unit25e.2019depeditclass.txt	09/06/2018 03:34:20 PM	Completed	2616140	
Name Dep_One Trainer			Tracking # 3520563			
Unit Count		Record Count		Submission Results		
Submitted	Rejected	Submitted	Rejected	Status		
7	0	41	0	Go to Report		

How to read expanded view:

- **Name**—Under the My Files view, this will always be your name
- **Tracking #**—Unique number assigned to the file; it assists you in identifying the associated submission results report
- **Unit Count**—Provides the total number of records submitted and rejected
- **Record Count**—Provides the number of records submitted and rejected
- **Submission Results:**
 - If a submission results report is available, the status will display the **Go to Report** hyperlink
 - This hyperlink takes you to the Data Reports feature, where you can select the format in which you would like to view the associated Submissions Results Report
 - If a report is not available, the status displays as “Not Available”



❑ For Rejected files, the expanded view provides only the reason for the reject with no counts:

Unit	Process Type	File Name	Received by NCCI	Status	Submission ID
Unit	Production	Unit25e_August.txt	08/01/2017 04:52:55 PM	Rejected	2504544
Name Jane Reporter			Tracking # 3252962		Records 11
Reject Reason - OUT OF BALANCE					

Note: To obtain submission details for claims submitted using **Unit Data Collection**, use the PDF version of the Unit Daily Online Submission Results Report.

Files Sent—All Files

This view allows you to monitor all data file submissions sent to NCCI by anyone else in your company with **DTVI** access.

- To see all files sent by your company, click the drop-down arrow under **View**, select **All Files**, and click **Search**. In this example, both the **View** and **Received by NCCI** filters have been set to see all Unit Statistical files submitted in the last 120 days.

- The following results will display:

Files Sent						3 items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
Unit	Pre-Edit Tool	pred250e.45856.fle1.txt	09/27/2018 02:47:29 PM	Completed	2623111	
Unit	Production	unit25e.2019depeditclass.txt	09/06/2018 03:34:20 PM	Completed	2616140	
Unit	Production	unit25e.2019depeditclass.txt	09/06/2018 03:05:56 PM	Completed	2616131	

- By expanding a row, you can see the file submission details, as well as the name of the person who submitted the file.

Files Sent						2 items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
Unit	Production	unit25e.2019depeditclass.txt	09/06/2018 03:34:20 PM	Completed	2616140	
Name		Tracking #				
Dep_One Trainer		3520563				
Unit Count		Record Count		Submission Results		
Submitted	Rejected	Submitted	Rejected	Status		
7	0	41	0	Go to Report		

Files Received—My Files

This view is where you will find any data files NCCI has sent to your **DTV** mailbox. If you are unsure of what any of the files are or what they are used for, refer to **Part 5—Receiving NCCI Outbound Files** of the *Electronic Transmissions User's Guide*.

- To view the files NCCI has sent to your **DTV** mailbox, select the **Files Received** tab, select the appropriate filters, and click **Search**. Search results will display.

- Search results will display.

Files Received						2 items
Tracking#	File Type	File Name	Received From NCCI	Byte Count	Record Count	
1966009	Unit	udcunit_1966009.txt	06/18/2018 09:01:12 PM	2,520	10	
1960397	Unit	udcunit_1960397.txt	06/01/2018 09:00:40 PM	1,008	4	

The screen above provides a snapshot of some key information regarding the Unit Statistical submissions received:

- **Tracking Number**—Unique tracking number that was assigned to the file that was sent to you
- **File Type**—Data type that the file is associated with
- **File Name**—Name of the file
- **Received from NCCI**—Date and time the files were received in your **DTV** mailbox
- **Byte Count**—Size of the file sent
- **Record Count**—Number of records included in the file

Note: Column labels are sortable, and the tracking number and File Name columns can be filtered.

- To view the last activity details for the files, delivered to your **DTVI** mailbox, click the expansion arrow.

Files Received						2 Items
Tracking #	File Type	File Name	Received From NCCI	Byte Count	Record Count	
1966009	Unit	udcunit_1966009.txt	06/18/2018 09:01:12 PM	2,520	10	
Recipient Name		Last Activity				
Data Reporter		Notify Email Sent 06/18/2018 09:01:13 PM				
1960397	Unit	udcunit_1960397.txt	06/01/2018 09:00:40 PM	1,008	4	

How to read expanded view:

Recipient Name—This will always be your name in the My Files view

Last Activity—Displays one of two status messages:

- Notify Email Sent—This shows when NCCI sent an email notifying you that the report was delivered to your **DTVI** mailbox
- File Downloaded From Mailbox—This shows the date the file was downloaded by you to your system

- When a file has been downloaded, the message displays as follows:

Files Received						2 items
Tracking #	File Type	File Name	Received From NCCI	Byte Count	Record Count	
1966009	Unit	udcunit_1966009.txt	06/18/2018 09:01:12 PM	2,520	10	
1960397	Unit	udcunit_1960397.txt	06/01/2018 09:00:40 PM	1,008	4	
Recipient Name		Last Activity				
Data Reporter		FILE DOWNLOADED FROM MAILBOX 06/04/2018 01:38:22 PM Details				

Details regarding the download can be accessed using this hyperlink including:

- File Name
- Received from NCCI—Date and Time
- Downloaded—Date and Time
- File Size
- Transfer Time—in seconds
- IP Address—that received the file
- Transport—Method used to send the file (HTTP or SFTP)

Files Received—All Files

This view is where you can find all the data files that NCCI has sent to all **DTV** user mailboxes in your company. If you are unsure of what any of the files are or what they are used for, refer to **Part 5—Receiving NCCI Outbound Files** of the *Electronic Transmissions User's Guide*.

- ❑ To view the activity details for files received by all **DTV** users in your company, click the drop-down arrow under **View**, select **All Files**, and click **Search**.

45856 - NCCI TRAINING COMPANY

Files Sent | **Files Received**

Go to Summary ➔

File Type	Received from NCCI	View
All ▼	Last 30 Days ▼	All Files ▼
 Search Clear Search		

- ❑ By expanding the row, you can see who in your company received the files. If there were multiple recipients, they are displayed on multiple lines:

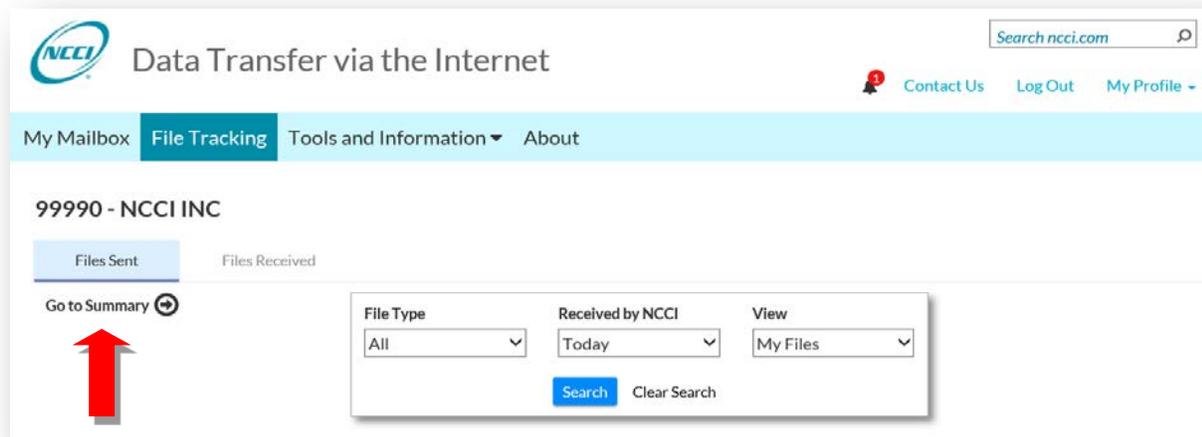
1999230	Unit	udcunit_1999230.txt	09/10/2018 09:02:22 PM	1,008	4
		Recipient Name	Last Activity		
		Dep_One Trainer	Notify Email Sent 09/10/2018 09:02:23 PM		

File Tracking Summary Views

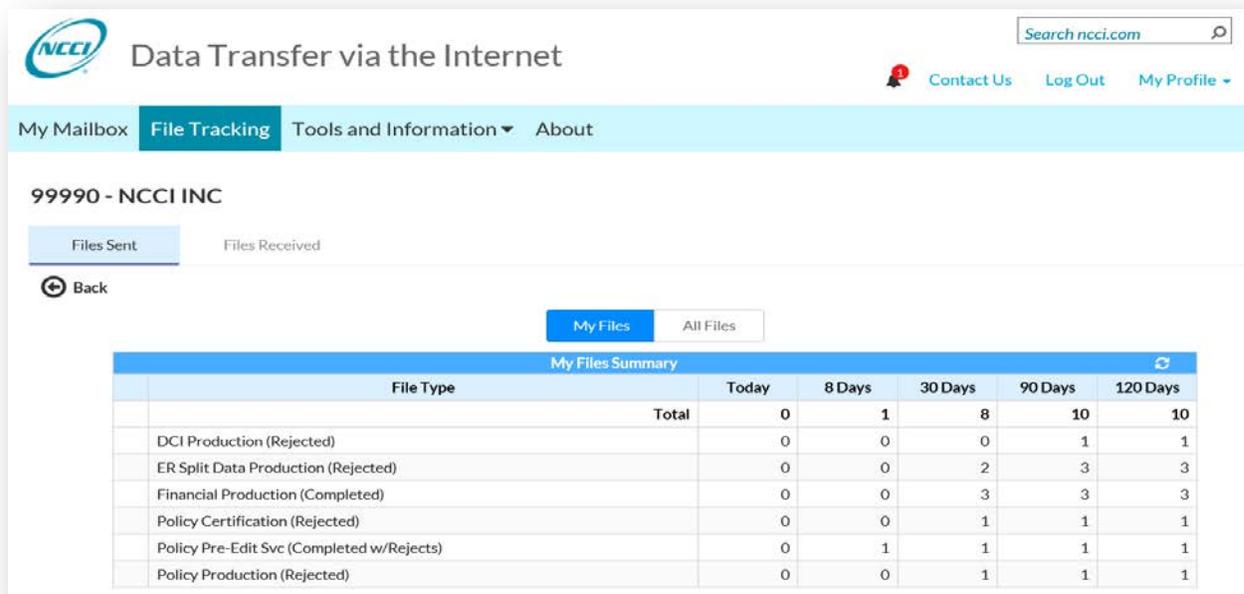
Both the Files Sent and Files Received tabs contain a link to a summary view of your file submissions to and from NCCI. This provides an alternative to the detailed views by allowing you to view the same information as a count or percentage.

Summary Views—File Sent

- To access the Summary view of all data files sent to NCCI that are associated with your User ID, click the **Go to Summary** Link.



- Results for all data types sent display on one screen (default view is **My Files**):



A summary of all file types you've submitted are listed here, based on the age of the file.

Unit Data Collection Tool User's Guide

- To access the Summary view of data files submitted by all individuals in your company, you can switch your view to **All Files**:

The screenshot shows the NCCI Data Transfer via the Internet interface. At the top, there is a search bar with 'Search ncci.com' and a magnifying glass icon. Below the search bar are links for 'Contact Us', 'Log Out', and 'My Profile'. The main navigation bar includes 'My Mailbox', 'File Tracking', 'Tools and Information', and 'About'. The user is logged in as '99990 - NCCI INC'. There are two tabs: 'Files Sent' (selected) and 'Files Received'. A 'Back' button is visible. Below the tabs, there are two buttons: 'My Files' and 'All Files'. A red arrow points to the 'All Files' button. Below these buttons is a table titled 'All Files Summary' with columns for 'File Type', 'Today', '8 Days', '30 Days', '90 Days', and '120 Days'. The table contains the following data:

File Type	Today	8 Days	30 Days	90 Days	120 Days
DCI Certification (Completed w/Rejects)	0	0	1	3	3
DCI Certification (Completed)	0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3
DCI Pre-Edit Svc (Completed)	0	0	4	4	4
DCI Pre-Edit Svc (Rejected)	0	0	0	1	1
DCI Production (Completed w/Rejects)	0	0	5	9	10
DCI Production (Completed)	0	1	2	3	3
DCI Production (Rejected)	0	0	10	16	16
ER Split Data Certification (Completed)	0	0	2	4	4

A summary of all file types you've submitted are listed here, based on the age of the file.

- To view the counts by individual user, click the expansion arrow:

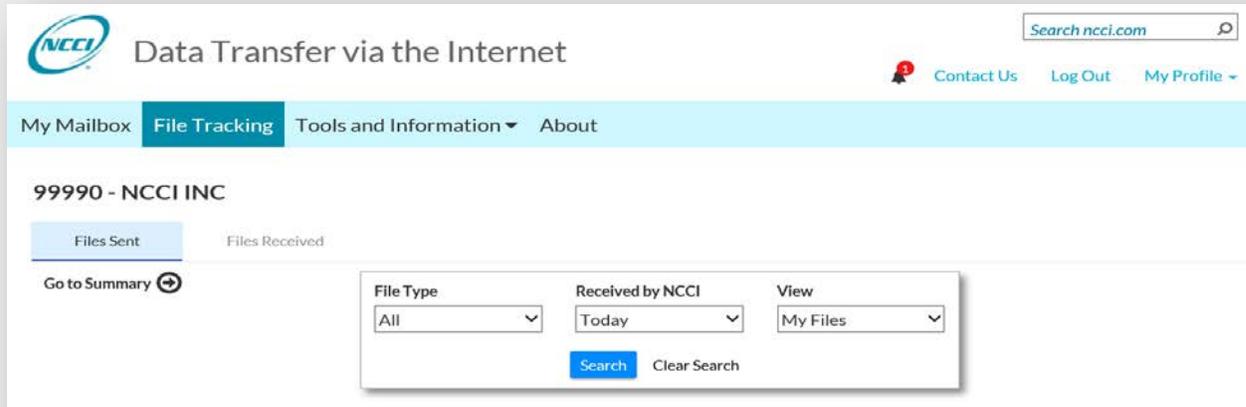
The screenshot shows the NCCI Data Transfer via the Internet interface, similar to the previous one. The 'All Files' button is selected. Below it, the 'All Files Summary' table is expanded to show counts by individual user. A red arrow points to the expansion arrow next to the 'DCI Pre-Edit Svc (Completed)' row. The table now includes a 'Total' column and rows for individual users: 'Sandy Submitter', 'Sftp User', and 'Testjessica Testmorgen'. The table contains the following data:

File Type	Total	Today	8 Days	30 Days	90 Days	120 Days
DCI Certification (Completed w/Rejects)		0	0	1	3	3
DCI Certification (Completed)		0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)		0	0	0	3	3
DCI Pre-Edit Svc (Completed)		0	0	4	4	4
Sandy Submitter		0	0	1	1	1
Sftp User		0	0	1	1	1
Testjessica Testmorgen		0	0	2	2	2
DCI Production (Rejected)		0	0	10	16	16
ER Split Data Certification (Completed)		0	0	2	4	4

To exit this view, click on the back button within the File Tracking tab:

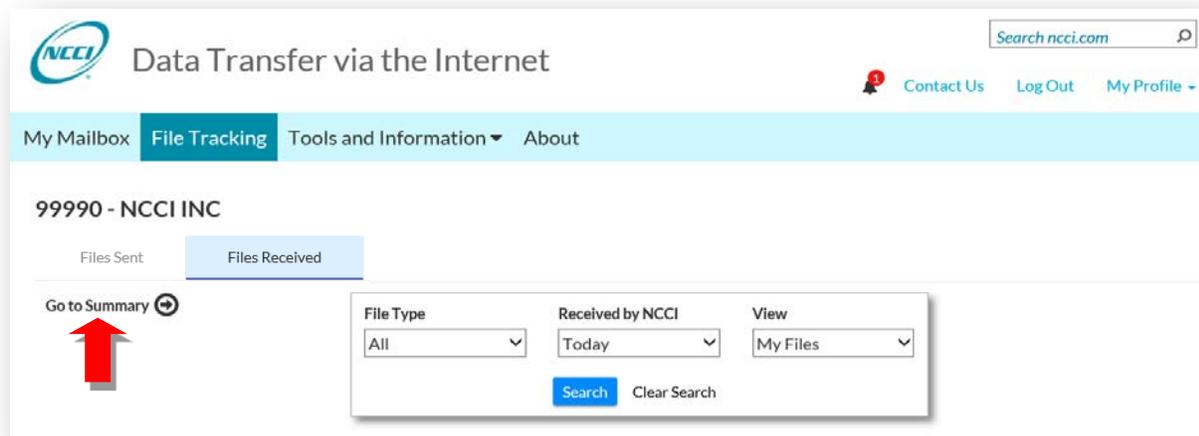


and that will return you to the File Sent filter screen



Summary Views—File Received

- To access the Summary view of all data files received from NCCI that are associated with your User ID, click **Go to Summary**



- Results for all data files by data type display on one screen (default view is **My Files**):

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as '99990 - NCCI INC'. The 'File Tracking' tab is active. The 'Files Received' section is selected. The 'My Files Summary' table is displayed with the 'Percent' radio button selected. The table shows the following data:

File Type	Today		8 Days		30 Days		90 Days		120 Days	
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download
Total	0	0%	2	0%	5	0%	13	8%	16	13%
DCI	0		1	0%	1	0%	1	0%	2	0%
Policy	0		0		0		4	0%	6	17%
Unit	0		1	0%	4	0%	8	12%	8	12%

A summary of all file types you've received from NCCI will be listed here by File Type, Age, the number of files received, and what percentage of those files were downloaded.

- To switch the view from Percent to Count, click the **Count** radio button:

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as '99990 - NCCI INC'. The 'File Tracking' tab is active. The 'Files Received' section is selected. The 'My Files Summary' table is displayed with the 'Count' radio button selected. A red arrow points to the 'Count' radio button. The table shows the following data:

File Type	Today		8 Days		30 Days		90 Days		120 Days	
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download
Total	0	0	2	0	5	0	13	1	16	2
DCI	0	0	1	0	1	0	1	0	2	0
Policy	0	0	0	0	0	0	4	0	6	1
Unit	0	0	1	0	4	0	8	1	8	1

- To access the Summary view of data files received by all individuals in your company, you can switch your view to **All Files**:

The screenshot shows the NCCI Data Transfer via the Internet interface. At the top, there is a search bar and navigation links for 'Contact Us', 'Log Out', and 'My Profile'. Below this is a navigation bar with 'My Mailbox', 'File Tracking', 'Tools and Information', and 'About'. The main content area is titled '99990 - NCCI INC' and has tabs for 'Files Sent' and 'Files Received'. A 'Back' button is visible. Below the tabs, there are two buttons: 'My Files' and 'All Files', with a red arrow pointing to 'All Files'. Below these buttons are radio buttons for 'Percent' and 'Count', with 'Count' selected. The main table is titled 'All Files Summary' and has columns for 'File Type', 'Today', '8 Days', '30 Days', '90 Days', and '120 Days'. Each of these columns has sub-columns for 'Count' and 'Download'. The table lists various file types and their corresponding counts and download percentages across the different time periods.

File Type	Today		8 Days		30 Days		90 Days		120 Days	
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download
Total	16	0	113	0	556	53	1289	91	1824	141
DCI	0		0		19	37%	49	16%	69	13%
DTVI Delivered Reports	0		0		1	100%	2	50%	6	83%
ER Split Data	0		1	0%	5	80%	13	38%	25	20%
Financial	0		0		2	100%	3	100%	3	100%
Policy	7	0%	50	0%	221	6%	547	4%	723	5%
PUPS	0		0		2	0%	12	0%	16	0%
RM Binders	0		0		2	0%	6	0%	10	0%
Setup Required	0		0		0		1	100%	1	100%
Unit	9	0%	56	0%	237	9%	501	9%	754	10%
Unit BCSS	0		6	0%	60	0%	144	0%	204	0%

A summary of all file types you've received from NCCI will be listed here by File Type, Age, the number of files received, and what percentage of those files were downloaded.

- To view the counts by individual user, click the expansion arrow:

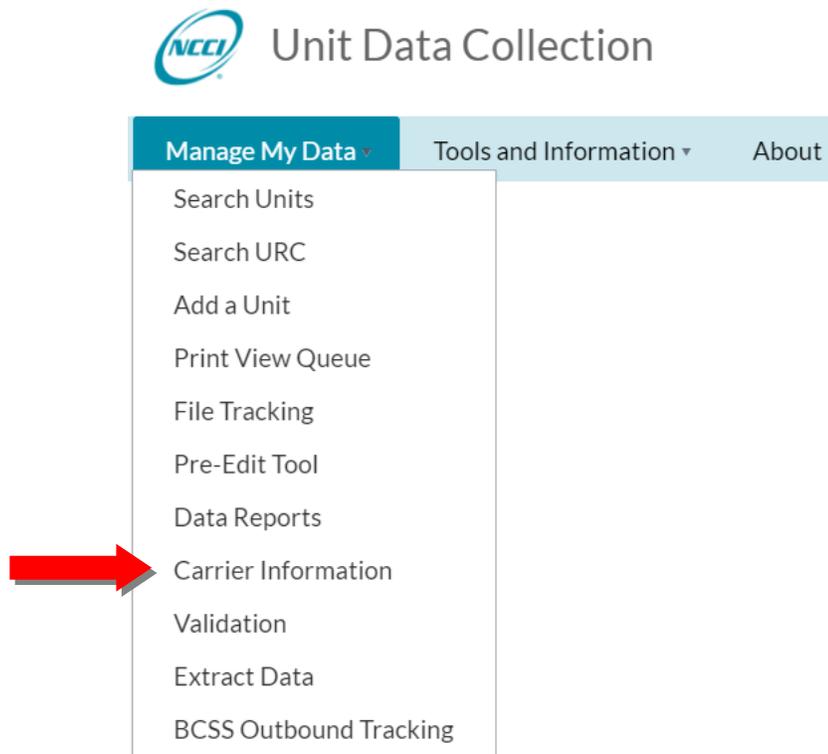
The screenshot shows the NCCI Data Transfer via the Internet interface, similar to the previous one. The 'All Files Summary' table is expanded to show counts by individual user. A red arrow points to the expansion arrow next to the 'DCI Pre-Edit Svc (Completed)' file type. The table now includes columns for 'Today', '8 Days', '30 Days', '90 Days', and '120 Days' for each file type, and a section for individual users: 'Sandy Submitter', 'Sftp User', and 'Testjessica Testmorgen'.

File Type	Today	8 Days	30 Days	90 Days	120 Days
Total	0	42	283	615	792
DCI Certification (Completed w/Rejects)	0	0	1	3	3
DCI Certification (Completed)	0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3
DCI Pre-Edit Svc (Completed)	0	0	4	4	4
Sandy Submitter	0	0	1	1	1
Sftp User	0	0	1	1	1
Testjessica Testmorgen	0	0	2	2	2
DCI Production (Rejected)	0	0	10	16	16
ER Split Data Certification (Completed)	0	0	2	4	4

Carrier Information

The **Carrier Information** tab allows you to view coverage providers and associated detailed information for any carriers within your group. This feature allows you to see your Carrier, Branch, Contact, and History information.

From the **Unit Data Collection** main page, hover over the **Manage My Data** tab and select **Carrier Information**.



- The following screen appears, displaying the information for your company:



Profile - 99990 - NCCI INC

Group	Branch	Contact	History	
Carrier Code	Name		FEIN	NAIC Code
99986	NCCI INC - PUP 4			
99988	NCCI INC - PUP 3			
99990	NCCI INC		213326982	
99992	NCCI INC - PUP 2			
99996	NCCI INC - PUP 1			

Group Tab

The **Group** tab displays the list of carrier codes that are contained under your company.

Group	Branch	Contact	History
Carrier Code	Name	FEIN	NAIC Code
99986	NCCI INC - PUP 4		
99988	NCCI INC - PUP 3		
99990	NCCI INC	213326982	
99992	NCCI INC - PUP 2		
99996	NCCI INC - PUP 1		

Branch Tab

The **Branch** tab shows the list of branch addresses that we have in our system for your carrier.

Group	Branch	Contact	History
Filter by state:	All		
Code	Address		
000	901 PENINSULA CORPORATE CIR BOCA RATON, FL - 33487		
001	18722 CANDLEWICK DRIVE BOCA RATON, FL - 33496-5008		
002	50 MARINE'S VIEW PLAZA HOBOKEN, NJ - 07030		
003	456 BACKOUT ADDRESS BOCA RATON, FL - 33496		
004	1001 BISHOP STREET STE. 1550 HONOLULU, HI - 96813		
005	POB 308 WELLAND, RI - L38SP8		
006	181 BAY ST STE 1000 TORONTO, RI - M532T3		
007	ONEIDA TOWER CLOCK MONTREAL, EC - 12Q3T4		
008	50 MADISON AVE SPRING VALLEY, NY - 10977		
009	123 TOWER SQUARE ONTARIO, RI - 12340		

Contact Tab

The **Contact** tab displays your current contact information. You can email NCCI directly from the tab.

Group	Branch	Contact	History
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Contact Details

TESTJESSICA TESTMORGEN
 DCI Data Reporting
 901 PENINSULA CORPORATE CIR
 BOCA RATON, FL - 33487-1339
 E-mail jessica_morgenthal@ncci.com

MARY STORMONTEST
 POLICY Data Reporting, URC Data Reporting, UNIT Data Reporting
 901 PENINSULA CORPORATE CIR
 BOCA RATON, FL - 33487-1339
 Tel (954) 456-1111
 E-mail Mary_Stormont@ncci.com

History Tab

The **History** tab displays buyout information.

Group	Branch	Contact	History
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Carrier Code and Name	Buyout	Group Code	Effective Date
99986 - NCCI INC - PUP 4	No Change	99990	05/07/2004
99988 - NCCI INC - PUP 3	No Change	99990	05/07/2004
99990 - NCCI INC	No Change	99990	11/16/1998
▶ 99992 - NCCI INC - PUP 2	Buyout	99990	12/13/2002
▶ 99996 - NCCI INC - PUP 1	Buyout	99990	12/13/2002